

**AGENDA
REGULAR SESSION
HIGHLAND CITY COUNCIL
CITY HALL, 1115 BROADWAY
MONDAY, JULY 18, 2022
7:00 PM**

NOTE: This is an in person meeting. However, due to COVID 19, anyone wishing to monitor the meeting via phone may do so by following the instructions on page 3 of this agenda.

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

MINUTES:

MOTION – Approve Minutes of July 5, 2022 Regular Session (attached)

BID OPENING:

The City Attorney will open sealed bids submitted by parties interested in purchasing the Old Police Station at 820 Mulberry Street. Said property was declared surplus by Ordinance No. 3194 and offered for sale by advertising in The Pioneer on June 15, June 22, and June 29, 2022.

PUBLIC HEARING:

This public hearing is to receive comments on Vacating a Public Right-of-Way at 916 6th Street, 608 and 620 Washington Street. Anyone wishing to comment on the proposed Vacation must contact Lana Hediger by calling 618-654-9892 extension 1481 prior to the close of the public hearing or submit an email comment prior to 4:30 PM to lhediger@highlandil.gov.

PUBLIC FORUM:

A. Citizens' Requests and Comments:

1. Highland Fire Department–Firefighters Picnic – Special Event Application, Kerry Federer, Chief of the Highland Fire Department (attached)

**Anyone wishing to address the Council on any subject may do so at this time.
Please come forward to the microphone.**

B. Requests of Council:

C. Staff Reports:

NEW BUSINESS:]

- A. **MOTION** – Approve Mayor's Reappointments of Brooke Lipe and Steven Mifflin to the Parks and Recreation Advisory Commission (attached)
- B. **MOTION** – Bill #22-108/ORDINANCE Vacating a Sidewalk Easement on the East Side of 916 6th Street, 608 Washington Street, and 620 Washington Street (attached)
- C. **MOTION** – Bill #22-109/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Fire Department – Firefighters Picnic (attached)

Continued

- D. **MOTION** – Bill #22-110/RESOLUTION Approving and Authorizing Execution of Refuse Collection Contract with Robert “Bob” Sanders Waste Systems, Inc., for the One-Year Period from October 1, 2022, Through September 30, 2023 (attached)
- E. **MOTION** – Bill #22-111/ORDINANCE Establishing Service Charges to be Collected and Paid to the City for Refuse Collection Service (attached)
- F. **MOTION** – Bill #22-112/RESOLUTION Approve Cornerstone Insurance Group as Broker of Record for the City’s Health Insurance (attached)
- G. **MOTION** – Bill #22-113/RESOLUTION Authorizing City to Share Costs with Landowner Mark Gelly for Construction of a Pond to Reduce Silt and Sediment Load Entering Silver Lake (attached)
- H. **MOTION** – Bill #22-114/ORDINANCE Declaring Personal Property of the City Surplus and Authorizing Its Sale and/or Disposal, Specifically Highland Communication Services Personal Property (attached)
- I. **MOTION** – Bill #22-115/RESOLUTION Making Separate Statement of Findings of Fact in Connection with Ordinance Granting Special Use Permit for a Bar /Tavern within the Industrial Zoning District at 1106 New Trenton Road (attached)
- J. **MOTION** – Bill #22-116/ORDINANCE Granting a Special Use Permit to Jean Schellenger LLC to Allow a Bar / Tavern within the Industrial Zoning District at 1106 New Trenton Road (attached)
- K. **MOTION** – Bill #22-117/RESOLUTION Making Separate Statement of Findings of Fact in Connection with Ordinance Granting Special Use Permit for a Bar / Tavern within the “C-2” Zoning District at 1014 Pine Street (attached)
- L. **MOTION** – Bill #22-118/ORDINANCE Granting a Special Use Permit to BS Merkle LLC to Allow a Bar / Tavern within the C-2 Commercial Zoning District at 1014 Pine Street (attached)
- M. **MOTION** – Bill #22-119/ORDINANCE Amending Zoning Classification from “C-2” Central Business District to “I” Industrial for 713 5th Street (attached)
- N. **MOTION** – Bill #22-120/RESOLUTION Making Separate Statement of Findings of Fact in Connection with Ordinance Granting Special Use Permit for a Drive-Through within the C-2 Zoning District at 916 16th Street, 608 Washington Street, and 620 Washington Street(attached)

- O. **MOTION** – Bill #22-121/ORDINANCE Granting a Special Use Permit to Plocher Construction, on behalf of Rehberger Holdings, LLC, to Allow a Drive-Through within the C-2 Zoning District at 916 16th Street, 608 Washington Street, and 620 Washington Street (attached)
- P. **MOTION** – Bill #22-122/RESOLUTION Approving Preliminary Plat for Proposed Subdivision to be Developed by Plocher Construction, on Behalf of Rehberger Holdings, LLC, PPN: 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019 (attached)
- Q. **MOTION** – Bill #22-123/RESOLUTION Approving the Final Plat of Molly’s Mocha Subdivision (attached)
- R. **MOTION** – Bill #22-124/ORDINANCE Amending the Code Section 90-201, Table 3.1.B, for Purposes of Allowing Data Processing, Hosting, and Related Services as a Special Use within the Industrial District (attached)
- S. **MOTION** – Bill #22-125/RESOLUTION Making Separate Statement of Findings of Fact in Connection with Ordinance Granting Special Use Permit for Data Processing, Hosting, and Related Services within the Industrial Zoning District (attached)
- T. **MOTION** – Bill #22-126/ORDINANCE Granting a Special Use Permit to Quatrain LLC, on Behalf of Trouw Nutrition USA LLC, for Data Processing, Hosting and Related Services at 1 Ultraway Drive (attached)
- U. **MOTION** – Approve Notice of Municipal Letting for Clean Sludge #2, Bid #PW-07-22 (attached)

REPORTS:

- A. **MOTION** – Accepting Expenditures Report #1223 for July 2, 2022 through July 13,2022 (attached)

EXECUTIVE SESSION:

The City Council will conduct an Executive Session pursuant to the Illinois Open Meetings Act, citing the following exemptions, allowing the meeting: **5 ILCS 120/2(c)(21) to discuss the approval of executive session minutes.**

ADJOURNMENT:



Anyone requiring accommodations, provided for in the Americans with Disabilities Act (ADA), to attend this public meeting, please contact Breann Vazquez, ADA Coordinator, by 9:00 AM on Monday July 18, 2022.

BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content. City reserves the right to broadcast or re-broadcast the content of this meeting at City's sole discretion. City is not responsible for the content, video quality, or audio quality of any City meeting broadcast or re-broadcast.

Directions for Public Monitoring of Highland City Council Meetings:

In an effort to protect as many individuals as possible, including the leaders of our communities statewide, Governor J.B. Pritzker has issued a number of directives, one of which was to suspend the provisions of the Illinois Open Meetings Act (5 ILCS 120), requiring or relating to in-person attendance by members of a public body. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present;” and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted, are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to their meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well as their activities relating to COVID-19.

In following this directive, the City of Highland is providing the following phone number for use by citizens to call in just before the start of this meeting:

618-882-5625

Once connected, you will be prompted to enter a conference ID number.

Conference ID #: 867900

This will allow a member of the public to hear the city council meeting.

Note: This is for audio monitoring of the meeting, only. Participants will not be able make comments.

Anyone wishing to address the city council on any subject during the Public Forum portion of the meeting may submit their questions/comments in advance via email to lhediger@highlandil.gov or, by using the citizens' portal on the city's website found here: https://www.highlandil.gov/citizen_request_center_app/index.php.

Any comments received prior to 3:00 PM on the day of the meeting, will be read into the record.

The Pioneer Newspaper

P.O. Box 144 - Highland, IL. 62249 - thepioneerpaper@gmail.com - (618) 315-2758

LEGAL

NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF HIGHLAND, ILLINOIS

On Monday, July 18, 2022, at 7:00 p.m., a public hearing will be held by the City Council of the City of Highland at City Hall, 1115 Broadway, Highland, Illinois, on the subject of vacating a public right-of-way as part of the regular City Council meeting, at which time, all concerned persons may be heard on this subject.

The public right-of-way proposed to be vacated is described as follows:

Part of Lots 9, 10 & 11 in Block 50 of Joseph Koepfli's Addition to Highland, a Subdivision recorded in Plat Book 3, Page 29 of the Madison County, Illinois, Recorder's Office, and subsequently transcribed to Plat Book 20, Page 78, situated in the Southeast Quarter of Section 32, Township 4 North, Range 5 West of the Third Principal Meridian, City of Highland, Madison County, Illinois.

Said parcel also described with metes & bounds description as follows:

BEGINNING at a point on the west right of way of Washington Street, also being the southeast corner of Lot 11 of Block 50 of Joseph Koepfli's Addition to Highland as recorded in Plat Book 3 on Page 29 of Madison County Records and subsequently transcribed to Plat Book 20, Page 78; thence South 89 degrees 32 minutes 39 seconds West, along the south line of said Lot 11, 10.00 feet; thence North 00 degrees 52 minutes 01 second West, along a line 10.00 feet west of and parallel to the west right of way of said Washington Street, 190.96 feet to the southerly right of way of Sixth

Street; thence North 68 degrees 37 minutes 25 seconds East, along said southerly right of way, 10.68 feet to the aforementioned west right of way of said Washington Street; thence South 00 degrees 52 minutes 01 second East, along said west right of way, 194.77 feet to the POINT OF BEGINNING, containing 1,929 square feet or 0.04 acres more or less.

Published by Order of the
City Council
Chris Conrad
City Manager

CERTIFICATE OF PUBLICATION

STATE OF ILLINOIS
)
COUNTY OF MADISON
)ss.

This is to certify that the undersigned **William Napper** is the Editor and Publisher of the **THE PIONEER NEWSPAPER** a public and English secular newspaper of general circulation, which has been regularly published weekly in the City of Highland, County of Madison and State of Illinois, for at least one year prior to the first publication of the notice hereinafter mentioned, and that a notice of which the annexed is a true printed copy, has been published in said newspaper ONE TIME, the publication thereof having been made in the issue of said newspaper, published on

JUNE 29, 2022

WILLIAM NAPPER
Editor and Publisher

By William A. Napper

Publisher's fee: \$120.00
City of Highland



CITY OF HIGHLAND

SPECIAL EVENT APPLICATION

Authorized under City Ordinance Sec. 64-3-1

PURPOSE: The City of Highland supports various community activities and festivals throughout the year. Establishing public safety and coordinating needs between the events and the city are the overall goals of this process. It is the responsibility of the specific event Sponsors to obtain, complete, and follow through the application process for city approval.

SPECIAL EVENT: A "Special Event" is defined as: (1) any event, race, gathering, demonstration, or service; (2) that occurs partially or completely within the jurisdiction of the City of Highland; (3) is expected to draw crowds in excess of one hundred fifty (150) attendees; and (4) is expected to or could disrupt normal daily functions within the City of Highland including but not limited to traffic congestion and excess noise; or could create a public health/safety concern without proper precautions or prior planning. Specific examples would include (but are not limited to): The Kirchenfest, Schweizerfest, 5K runs, parades, Art in the Park, Fourth of July Festivities, Madison County Fair, etc. The City Manager will make the final determination as to whether an event qualifies. This will be based upon the totality of the circumstances presented.

PROCEDURE:

1. All Requests will be directed to Highland City Hall, to the attention of the Deputy City Clerk.
2. Applications will be available at Highland City Hall, Monday-Friday, 8:00 am to 5:00 pm or online through the City's web site.
3. Applications will be completed by the Event Sponsor and submitted at least 60 days prior to the event. The application must be signed by the Event Sponsor Responsible Party. Incomplete applications will not be accepted. If an application is accepted and later determined to be incomplete, the applicant will be notified by the Deputy Clerk. Failure to provide information will result in denial of application.
4. The Deputy City Clerk will forward the application to all city departments that have responsibilities relating to the event. If necessary, a committee meeting involving the event Sponsor and city stakeholders may take place to clarify questions, determine specific needs, and address concerns.
5. The event Sponsor is required to obtain final approval for the special event from the City Manager. The City Council may announce the special event to the public at a scheduled Council meeting.

CITY OF HIGHLAND-SPECIAL EVENT APPLICATION

Name of Event: Highland Firefighters Picnic

Type/Purpose of Event: Festival Race Other Fundraiser Service Parade
 Demonstration Other (please specify): Fundraiser for Highland Fire Department

Location of Event: Downtown square

Sponsoring Organization/Individual: Highland Fire Department

Event Responsible Party: Chief Kerry Federer

Address: 70 Arbor Crest Highland, IL 62249

Phone(s): 618-606-4543

Email: kfederer@highlandil.gov

Secondary Contact: Asst. Chief Chris Straub

Address: 1705 Olive St Highland, IL 62249

Phone(s): 618-484-5561/618-304-7574

Email: cstraub@highlandil.gov

Date(s) of Set-up: 9/24/2022

Event Date(s) / Times:

This event will be on conjunction with the Rusty Rodz car club. Event time will be from 5:00 p.m. - 11:00 p.m. on September 24, 2022

Date(s) of Tear-down: 9/24/2022

Expected Attendance: 250

Alcohol License Required: Yes No
If yes, application received: Yes No

Sound Amplification System utilized: Yes No
If yes, hours of operation: 5:00-11:00 p.m.

Funding request of the Council: Yes No
Amount requested and purpose: _____

City Services Requested – Please attach additional documents (maps, detailed information), where needed. Write “Not applicable” if no services requested.

(Directors must initial behind requests)

Street Dept: Signage, Barricades, Street Closures (Specify): **Public Works Director:** _____
No extra signage will be needed as Rustz Rodz has prior approval to close 1000 block of Washington & Laurel and 900 block of MAin. We are requesting to cose 800 block of Main St in addition to other closures.

Electric Dept: Electrical Service, Lighting (Specify): **Electric Dept. Director:** _____
n/a

Public Safety: Security, First Aid, Traffic Control (Specify): **Public Safety Director:** _____
Offifer in attendance for event.

HCS Services: Wi-Fi or other technological needs (Specify): **HCS Director:** _____
n/a

Other City Services: Restrooms, City Officials (Sign approval), Refuse Dumpsters (Specify):
Department: _____
We ask the restrooms in Plaza Park remain open for the event.

Application Checklist (Attachments):

**Deputy Clerk Initial
Upon receipt or waiver:**

Certificate of Insurance: (attached) _____

- Must be General liability
- \$1 Million per occurrence/\$2 million aggregate
- City named as “additional insured” If Event is on city property.

Site Plan Rendering _____

Evacuation Plan _____

Fire Plan _____

Parking Plan _____

Schedule City Council Meeting for announcement _____

Date: _____

Application Submittal (60+ days) _____

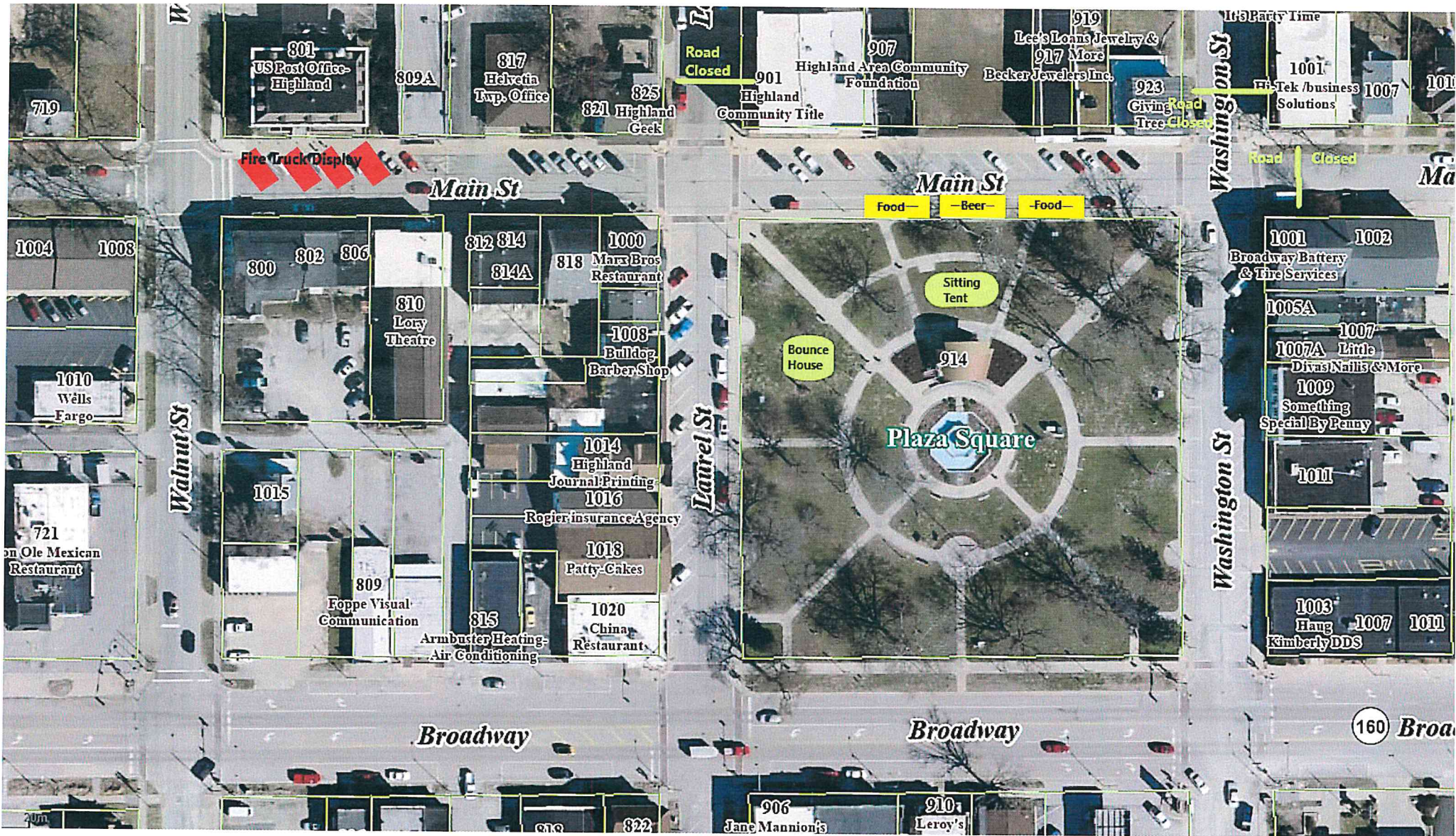

Event Sponsor Responsible Party

7/5/2022

Date

City Manager

Date



801
US Post Office-
Highland

817
Helvetia
Twp. Office

825
Highland
Geek

Road
Closed

901
Highland
Community Title

907
Highland Area Community
Foundation

919
Lee's Loans Jewelry &
917 More
Becker Jewelers Inc.

923
Giving
Tree Closed

103 Party Time

1001
Hi-Tek /business
Solutions

1007

Fire Truck Display

Main St

Main St

Road Closed

Ma

1004 1008

800 802 806

812 814
814A 818
Marr Bros
Restaurant

1008
Bulldog
Barber Shop

Bounce
House

Sitting
Tent

Plaza Square

914

1001 1002
Broadway Battery
& Tire Services

1005A
1007
1007A Little
Divas Nails & More
1009
Something
Special By Penny

1011

1003
Hang 1007 1011
Kimberly DDS

1010
Wells
Fargo

810
Lory
Theatre

1015

1014
Highland
Journal Printing
1016
Rogier insurance Agency

Laurel St

Washington St

721
on Ole Mexican
Restaurant

809
Foppe Visual
Communication

1018
Patty-Cakes

815
Armbuster Heating-
Air Conditioning

1020
China
Restaurants

Broadway

Broadway

160 Broa

20m

906
Jane Mannion's

910
Leroy's

822



City of Highland

MEMO TO: City Council Members

FROM: Kevin B. Hemann, Mayor

SUBJECT: Reappointments to Parks and Recreation Advisory Commission

DATE: July 12, 2022

The current terms of Brooke Lipe and Steven Mifflin on the Parks and Recreation Advisory Commission are expiring. Both have agreed to serve an additional three-year term. I am, therefore, asking that you approve the reappointments of Brooke Lipe and Steven Mifflin to another term to expire July 31, 2025.

If you have any questions regarding these reappointments, please contact me prior to the council meeting.

ORDINANCE NO. _____

**AN ORDINANCE VACATING A SIDEWALK EASEMENT ON THE EAST SIDE OF
916 6TH STREET, 608 WASHINGTON STREET, AND 620 WASHINGTON STREET,
LOCATED IN CITY OF HIGHLAND, ILLINOIS**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has a sidewalk easement as follows:

Part of Lots 9, 10 & 11 in Block 50 of Joseph Koepfli’s Addition to Highland, a Subdivision recorded in Plat Book 3, Page 29 of the Madison County, Illinois, Recorder’s Office, and subsequently transcribed to Plat Book 20, Page 78, situated in the Southeast Quarter of Section 32, Township 4 North, Range 5 West of the Third Principal Meridian, City of Highland, Madison County, Illinois.

and

WHEREAS, City’s sidewalk easement can be found on the Vacation Plat, and specifically described through the legal description below:

BEGINNING at a point on the west right of way of Washington Street, also being the southeast corner of Lot 11 of Block 50 of Joseph Koepfli's Addition to Highland as recorded in Plat Book 3 on Page 29 of Madison County Records and subsequently transcribed to Plat Book 20, Page 78; thence South 89 degrees 32 minutes 39 seconds West, along the south line of said Lot 11, 10.00 feet; thence North 00 degrees 52 minutes 01 second West, along a line 10.00 feet west of and parallel to the west right of way of said Washington Street, 190.96 feet to the southerly right of way of Sixth Street; thence North 68 degrees 37 minutes 25 seconds East, along said southerly right of way, 10.68 feet to the aforementioned west right of way of said Washington Street; thence South 00 degrees 52 minutes 01 second East, along said west right of way, 194.77 feet to the POINT OF BEGINNING, containing 1,929 square feet or 0.04 acres more or less.

(hereinafter “Sidewalk Easement”; *see* Plat of Vacation attached hereto as **Exhibit A**); and

WHEREAS, City has determined the Sidewalk Easement is of no benefit to the City as there is already a sidewalk that runs along Washington Street; and

WHEREAS, Rehberger Holdings, LLC (“Rehberger”) is the owner of 916 6th Street, 608 Washington Street, and 620 Washington Street (“Property”), and is requesting the vacation of the Sidewalk Easement running through the Property; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to vacate the Sidewalk Easement through the Property; and

WHEREAS, City has determined the City Manager and/or Mayor is authorized and directed to execute any documents that are required to complete this transaction pursuant to the terms and conditions of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The Sidewalk Easement through the Property is hereby vacated.

Section 3. A Certified Copy of this Ordinance, including the Plat of Vacation (**Exhibit A**), shall be recorded in Recorder's Office promptly.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

JOB #21001645.00

CMT CRAWFORD, MURPHY & TILLY, INC.
CONSULTING ENGINEERS
EDWARDSVILLE, ILLINOIS

CA #8278
FEBRUARY, 2022

SIDEWALK EASEMENT VACATION
PART OF LOTS 9, 10 AND 11 IN BLOCK 50
OF JOSEPH KOEPLI'S ADDITION TO HIGHLAND, AS RECORDED
IN PLAT BOOK 3, PAGE 29 OF MADISON COUNTY RECORDS,
ALSO BEING PART OF THE SOUTHEAST QUARTER OF SECTION 32,
TOWNSHIP 4 NORTH, RANGE 5 WEST OF THE THIRD
PRINCIPAL MERIDIAN, CITY OF HIGHLAND,
MADISON COUNTY, ILLINOIS

NOTE:

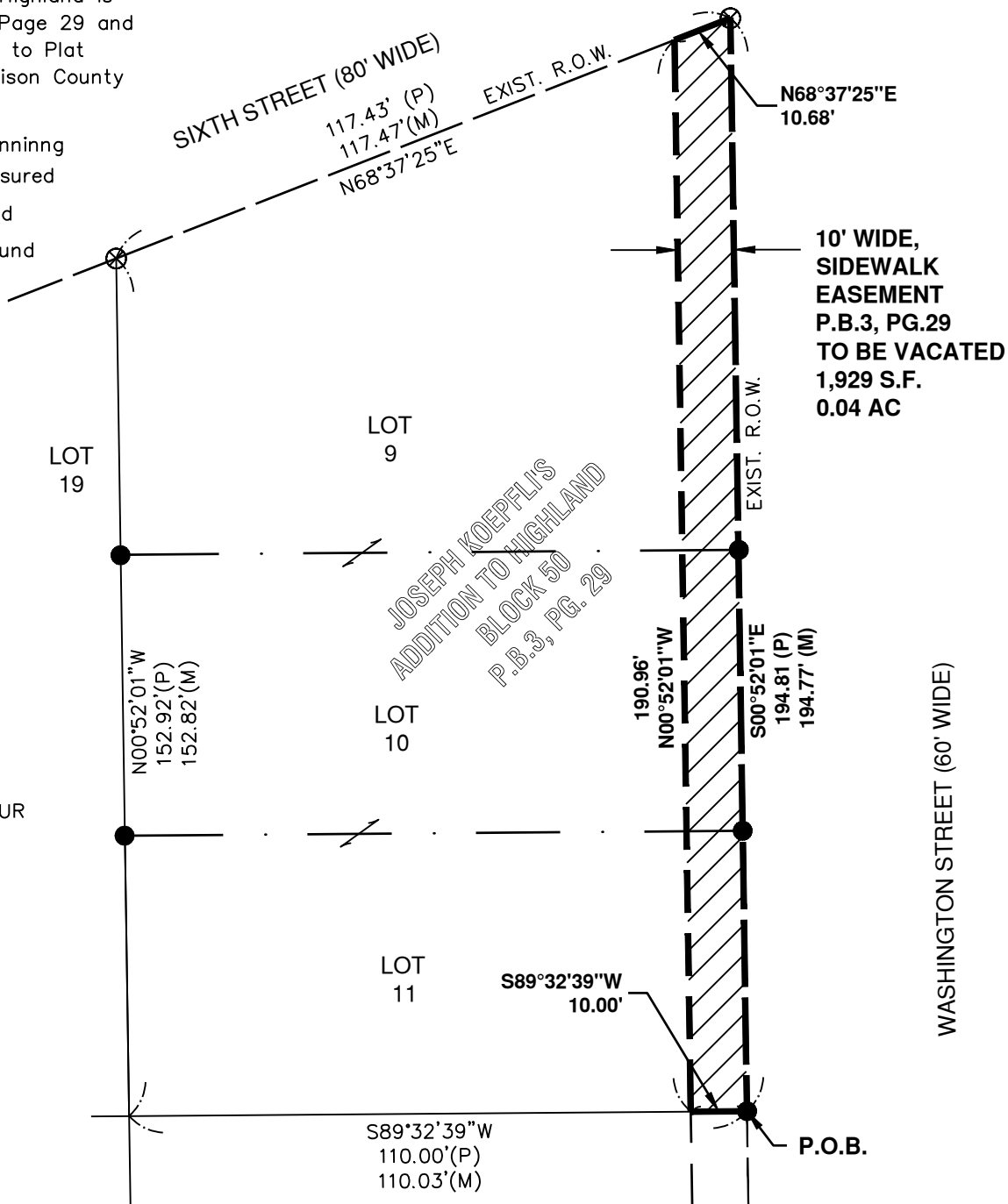
Joseph Koepfli's Addition to Highland is recorded in Plat Book 2 on Page 29 and was subsequently transcribed to Plat Book 20 on Page 78 of Madison County Records.

P.O.B. Denotes Point of Beginning
(P&M) Denotes Plat and Measured

- Denotes Iron Pin Found
- ⊗ Denotes Cut Cross Found

OWNER LOTS 9 THROUGH 11
REHBERGER HOLDINGS, LLC
#3945 N. NEENAH AVE.
CHICAGO, IL. 60634

SURVEYOR
CRAWFORD, MURPHY
AND TILLY, INC.
#314 WOLF ST.
EDWARDSVILLE, IL, 62025
(618)656-0470
SURVEYOR: MICHAEL E. MIZEUR



I, the undersigned Professional Illinois Land Surveyor, do hereby declare that the above is a true representation of a survey made under my supervision as shown hereon.



SCALE IN FEET

My license expires 11/30/2022



SIDEWALK EASEMENT VACATION

Part of Lots 9, 10 & 11 in Block 50 of Joseph Koepfli's Addition to Highland, a Subdivision recorded in Plat Book 3, Page 29 of the Madison County, Illinois, Recorder's Office, and subsequently transcribed to Plat Book 20, Page 78, situated in the Southeast Quarter of Section 32, Township 4 North, Range 5 West of the Third Principal Meridian, City of Highland, Madison County, Illinois.

Said parcel also described with metes & bounds description as follows:

BEGINNING at a point on the west right of way of Washington Street, also being the southeast corner of Lot 11 of Block 50 of Joseph Koepfli's Addition to Highland as recorded in Plat Book 3 on Page 29 of Madison County Records and subsequently transcribed to Plat Book 20, Page 78; thence South 89 degrees 32 minutes 39 seconds West, along the south line of said Lot 11, 10.00 feet; thence North 00 degrees 52 minutes 01 second West, along a line 10.00 feet west of and parallel to the west right of way of said Washington Street, 190.96 feet to the southerly right of way of Sixth Street; thence North 68 degrees 37 minutes 25 seconds East, along said southerly right of way, 10.68 feet to the aforementioned west right of way of said Washington Street; thence South 00 degrees 52 minutes 01 second East, along said west right of way, 194.77 feet to the POINT OF BEGINNING, containing 1,929 square feet or 0.04 acres more or less.

CA#8278

February, 2022



City of Highland

June 14, 2022

To: Chris Conrad, City Manager

From: Breann Vazquez, Director of Community Development

RE: Vacation of Sidewalk Easement – Molly's Mochas

I recommend that City Council approve Plocher Construction Company's request to vacate a sidewalk easement along the east side of 916 6th Street, 608 Washington Street, and 620 Washington Street.

This request would allow for appropriate buffer distance for a drive-through at Molly's Mochas. Given that there is already an existing sidewalk alongside Washington Street, staff has no concerns with vacating the sidewalk easement. The plat of vacation has been reviewed by Building & Zoning and Public Works.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
(Highland Fire Department– Highland Firefighter’s Picnic)**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined applicants for hotel / motel tax funding shall fill out an application to determine whether the funding request may be granted according to 65 ILCS 5/8-3-14, which reads, in pertinent part:

The amounts collected by any municipality pursuant to this Section shall be expended by the municipality solely to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the municipality

See 65 ILCS 5/8-3-14; and

WHEREAS, City has determined the applicant has submitted a “Hotel / Motel Tax Funding Application” (*See Exhibit A*); and

WHEREAS, City has determined the applicant has requested funds for tourism and/or conventions and/or overnight visitors to City, and the applicant’s request for funds may be permitted pursuant to the spirit of 65 ILCS 5/8-3-14 (*See Exhibit A*); and

WHEREAS, the City Council finds that the City Manager should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel tax funds to the applicant pursuant to the “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

- Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.
- Section 2.* The “Hotel / Motel Tax Funding Application” (*See Exhibit A*) is approved.
- Section 3.* The City Manager is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel funds to applicant pursuant to applicant’s “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



HOTEL/MOTEL FUND APPLICATION

(For Funding Requests Equal to or Less than \$1,500)

Contact Information:

Organization Name: Highland Fire Department

Contact Person: Chris Straub - Asst. Chief

Phone: 618-304-7574/618-484-5561

Fax: _____

Email: cstraub@highlandil.gov

Event Information:

1. Name of the Event: Highland Firefighter's Picnic

2. Date(s) of the Event: 9/24/2022

3. Location of the Event: Highland Square

4. Description of the Event & Purpose of Funding Request:

The Highland Fire Department has one fundraiser per year. In past years we have always had an annual chicken & Beer dance. With the pandemic this event has been canceled for the last 2 years. This event will take the place of that event and help the association with purchasing needed life safety equipment. The funding received will be utilized for the printing of signage and advertisement in local papers for the event. We received a quote from Sign by Design for banners at \$300. This does not include advertising in newspapers, flyer's or any other form of advertising.

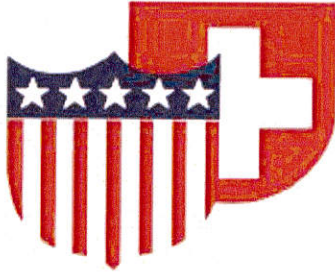
5. Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

We will be working in conjunction with the Rusty Rodz Car Club for the event and we look to bring out of town revenue to the downtown area for this evening.

6. Funding Request Amount: \$ 500

7. Projected Attendance for the Event: 250

8. Expected Overnight Stays for the Event: 0



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: July 13, 2022
Subject: Approval of Hotel/Motel Funding for Highland Firefighter's Picnic

RECOMMENDATION


I am recommending the Council consider approval of Hotel/Motel funds to Highland Fire Department for the Highland Firefighter's Picnic.

DISCUSSION

Staff has reviewed the application request and determined that it meets the requirement for Hotel/Motel tax funding.

FISCAL IMPACT

Subject to approval, funding in the amount of \$500 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: 

Mallord Hubbard, Economic Development Coordinator

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF REFUSE
COLLECTION CONTRACT WITH ROBERT “BOB” SANDERS WASTE SYSTEMS,
INC., FOR THE
ONE-YEAR PERIOD FROM OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023**

WHEREAS, under Division 19, “Disposal of Refuse, Garbage and Ashes,” of Article 11 of the Illinois Municipal Code (65 ILCS 5/11-19-1 *et seq.*) and Chapter 58 “Solid Waste” of the *Code of Ordinances, City of Highland*, the City of Highland has the authority to enter into a refuse collection contract with a company that provides waste-hauling services; and

WHEREAS, the Director of Finance has recommended to the City Council that it renew the *Refuse Collection Contract* with Robert “Bob” Sanders Waste Systems, Inc., an Illinois corporation, for the one-year period from October 1, 2022, through September 30, 2023; and

WHEREAS, the Director of Finance has prepared a proposed *Refuse Collection Contract* with Robert “Bob” Sanders Waste Systems, Inc., an Illinois corporation, (a copy of which is attached hereto as **Exhibit A**) for the one-year period from October 1, 2022, through September 30, 2023, with updated contracted rates; and

WHEREAS, the City Council finds that terms of the proposed *Refuse Collection Contract* for the one-year period from October 1, 2022, through September 30, 2023, including, in particular, the prices to be charged by Robert “Bob” Sanders Waste Systems, Inc., for its various waste-hauling services, are fair and reasonable; and

WHEREAS, the City Council finds that the proposed *Refuse Collection Contract* with Robert “Bob” Sanders Waste Systems, Inc., for the one-year period from October 1, 2022, through September 30, 2023 (**Exhibit A**) should be approved; and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City of Highland, to execute any documents necessary to give effect to the proposed *Refuse Collection Contract* with Robert “Bob” Sanders Waste Systems, Inc., for the one-year period from October 1, 2022, through September 30, 2023 (**Exhibit A**).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Highland as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The *Refuse Collection Contract* with Robert “Bob” Sanders Waste Systems, Inc., for the one-year period from October 1, 2022, through September 30, 2023 (**Exhibit A**) is approved.

Section 3. The City Manager and/or Mayor is authorized and directed, on behalf of the City, to execute that *Refuse Collection Contract*.

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

REFUSE COLLECTION CONTRACT

This agreement executed this _____ day of _____, 2022 between the City of Highland, Illinois, a body politic and corporate, herein called City and Robert “Bob” Sanders Waste Systems, Inc., herein called Contractor, witnesseth:

WHEREAS, the City of Highland desires to arrange, for the good of its citizens, and the general welfare of the City, for the collection and disposal of garbage, refuse, and ashes, and to comply with recycling requirements imposed by law; and

WHEREAS, this City is authorized to enter into such a Contract, pursuant to the provisions of Section 11-19-1 of the Illinois Municipal Code (65 ILCS 5/11-19-1);

WHEREAS, Chapter 58 of the *Code of Ordinances of the City of Highland* includes the provisions of any such Contract – for the removal and disposal of garbage, refuse, waste matter and material – as part of that chapter;

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

That Contractor shall furnish to City and its residents all services for the collection and disposal of refuse and garbage (as herein defined) recyclable, non - recyclable and yard waste collection with the following terms and conditions.

1. DEFINITIONS

- A. Residential Unit and Non-Containerized Businesses refuse shall be construed as meaning tin cans, bottles, glass (in a sturdy container marked “glass”), paper, rags, cold ashes only (hot ashes not included), furniture, mattresses wrapped in plastic, appliances and all other waste and discard that is generated from within a normal household, and shall include, but not be limited to, yard cuttings and leaves, small limbs, twigs and brush if securely tied in bundles not exceeding twenty four (24) inches in diameter or forty eight (48) inches in length, Christmas trees if bundled as tree limbs, twigs and brush are required to be bundled, and shall exclude dead animals, pool chemicals, wet paint, sewerage and residue from the construction, remodeling of or razing of buildings and automobile tires and batteries, and any other waste deemed hazardous by the State of Illinois and the EPA.

- B. Containerized refuse shall be construed to be all waste and discard of the containerized customer except: (a) hazardous materials as defined by state and federal law, (b) animal fat, grease, offal and waste, and (c) salvageable metal and manufacturing waste.
- C. Container shall mean and include any detachable container designated for or intended to be mechanically dumped into a packer-type refuse collection truck or designed to be rolled onto a truckbed designed to accept such roll-on container used by the Contractor and varying in size from one (1) to forty (40) cubic yards.
- D. Containerized Business shall mean and include any business, industry, apartment, condominium, or other entity or structure whose refuse is deposited in a container as defined herein for removal by the Contractor.
- E. "Garbage" shall have the meaning ascribed to that term in Item (1) of Section 11-19-2 of the Illinois Municipal Code (65 ILCS 5/11-19-2): namely,
- "Garbage.* Wastes resulting from the handling, preparation, cooking and consumption of food; wastes from the handling, storage and sale of produce.
- F. Non-Containerized Business shall mean and include any business entity, or apartment, condominium, or other single structure of more than three residential units, whose total weekly refuse does not exceed six (6) 33-gallon cans or bags each of a weight of no more than 50 pounds, or generates a refuse volume which is less than may be held by a one yard container and which is collected by means other than a container.
- G. Residential Unit is separate private living quarters of one but not more than three one-family units that deposits its refuse at a common location.
- H. "Refuse," as used in this Contract, shall include both the meaning ascribed to "refuse" in Item (2) and the meaning ascribed to "ashes" in Item (3) of Section 11-19-2 of the Illinois Municipal Code (65 ILCS 5/11-19-2): namely,
- "Refuse.* Combustible trash, including, but not limited to, paper, cartons, boxes, barrels, wood, excelsior, tree branches, yard trimmings, wood furniture, bedding; mattresses wrapped in plastic, noncombustible trash, including, but not limited to, metals, tin cans, metal furniture, dirt, glass (in a sturdy container marked glass), crockery, other mineral waste; street rubbish, including, but not limited to, street sweepings, dirt, leaves, catch-basin dirt, contents of litter receptacles, but refuse does not mean earth and wastes from building operations, nor shall it include solid wastes resulting from industrial processes and manufacturing operations such as food processing wastes, boiler-house cinders, lumber, scraps and shavings."

and

“*Ashes*. Residue from fires used for cooking and for heating buildings.”

- I. Special Waste is defined as any solid, liquid, semi-solid, gaseous material and associated containers generated as a direct or indirect result of an industrial process or from the removal of contaminants from the air, water or land. Any solid waste from a non-residential source that includes, but is not limited to any of the following: industrial process waste; pollution control waste; incinerator residues; sludges; contaminated soil, residue, debris, and articles from the cleanup of a spill or release of the following materials: industrial process waste; pollution control waste; incinerator residues; sludges; contaminated soil; residue; debris; regulated asbestos-containing material as defined in 40 CFR 61.141. This Federal Regulation Code defines asbestos as follows: Asbestos-containing waste materials means mill tailings or any waste that contains commercial asbestos and is generated by a source subject to the provisions of this subpart. This term includes filters from control devices, friable asbestos waste material, and bags or other similar packaging contaminated with commercial asbestos. As applied to demolition and renovation operations, this term also includes regulated asbestos-containing material waste and materials contaminated with asbestos including disposable equipment and clothing.

2. CONDITIONS

A. GRANT OF RIGHT

The City grants to the Contractor the exclusive right to provide refuse and garbage and recyclable material collection and disposal services within the City limits.

B. SOLE CONTRACT

The City agrees that for the term of the Contract it will not enter into nor execute a Contract with other than Contractor for services that are the same as rendered by Contractor pursuant to this Contract.

C. PROVISION OF SERVICE

The Contractor shall provide all such services in compliance with the Municipal Code and the Ordinances of the City, and in compliance with the requirements of the Department of Health and the Environmental Protection Agency of the State of Illinois, Federal regulations, and in compliance with all laws and rules and regulations applicable.

D. AMENDMENTS

Any change or revision in the said Municipal Code, Ordinances, Environmental Protection Agency requirements, or the requirements of the Department of Health, or other laws, rules or regulations that materially affect costs may be considered by the City or the Contractor as sufficient reason to request that one or more of the conditions and provisions of the Contract, including – but not limited to Contract prices – be amended; but any such amendments may only be made by agreement of both parties and shall not, in any case, be agreed upon more frequently than once every twelve (12) months.

3. TERM

The term of this Contract shall be for one (1) year beginning October 1, 2022 and terminating September 30, 2023. This contract shall be renewed automatically for like periods unless the City advises Contractor in writing at least three (3) months prior to the termination date of its desire to terminate the Contract.

4. COLLECTION FREQUENCY

- A. Unless prevented by circumstances beyond its control, the Contractor shall make collection of residential units and non-containerized businesses refuse from all residential units and non-containerized businesses sites within the City not less than one time each calendar week and containerized site as often as requested by City providing that no collection shall be made on Sundays, nor the need be made on a holiday. Holidays for the purpose of this Contract shall be New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When a trash day falls on a holiday, the trash pickup days will run one day later than normal beginning the day following the holiday and for the remainder of the holiday week. There will be no service interruption if the holiday is a Saturday or Sunday.
- B. The Contractor shall make collection of refuse and garbage from approximately twenty (20) public refuse cans or polycarts at current locations in the downtown area on Thursday of each calendar week. There will be no charge to the City for this service. The City shall provide all polycarts for the current locations.
- C. The Contractor shall make weekly collections of all refuse from all City owned facilities and buildings except construction refuse and automobile materials, as defined in paragraph 12 hereof, and shall provide each facility or building necessary containers. If the City chooses to place 90 gallon poly-carts in the parks, the Contractor will be responsible for providing these and servicing them. There shall be no charge to the City for this service.

- D. Appliance Removal Contractor shall pick up all appliances one time per month on the third Friday of each month only. All appliances must be out at the curbside by 7:00 a.m. and free of any vehicles blocking access for the pick up. The customer must remove all gases from appliances containing gas.
- E. Bulky Item Removal - All bulky items such as furniture, mattresses wrapped in plastic, or large items from a residential household should be placed next to trash on the scheduled pick up day for regular trash. Customer will not be required to notify ahead of time to schedule pick up. Bulky items shall not include appliances, which shall be governed by Section 4.D. of this Contract, nor shall it include construction material, which shall require a temporary dumpster for the removal of those items.
- F. Spring Clean Up Week – Contractor shall designate the first week of May as Spring Clean Up Week for residential customers. The City shall handle all notification to customers regarding this special collection week.

5. ROUTE AND SCHEDULES

The Contractor shall maintain the current schedule of collection, as set forth in the color-coded map of the City entitled “**Refuse Pick-Up** Effective Oct. 1, 2013,” a copy of which color-coded map is attached hereto as *Exhibit A*. In the event the Contractor wishes to change routes or schedules during the term of this contract, the City shall be notified immediately of such proposed changes, and if approved by the City, the Contractor shall notify each customer of the change by mail, or such notice may be published twice consecutively in a local newspaper no less than two (2) weeks prior to the scheduled change.

6. HOURS

The City agrees that collection from each residential unit and non-containerized business is required only if refuse is available for collection by 7:00A.M. on the day designated by the Contractor for said collection, unless the refuse is actually present when the collection is made.

7. CONTAINER SIZES AND LOCATION

- A. The City agrees that it shall require its residential unit refuse customers to place refuse in trash cans designed and sold for containing refuse, or plastic bags of no greater capacity than thirty-three (33) gallons and not heavier than 50 pounds, and all such refuse shall be placed along the curb or front boundary lines of each customer’s property or on an all weather alley accessible to the Contractor’s collection equipment. All containers shall provide access no more than 54 inches above ground level, and contain a drain hole in the bottom face so designed and placed as to prevent entrance by vermin, and placed on a firm base in a reasonably

level and horizontal position, and designed so as to assure stability and prevent tipping.

B. If a Residential Unit separates recyclable material (as defined hereafter), and places such in a recyclables container an unlimited amount shall be collected by Contractor at no charge. "Recyclable material" as used in this Agreement means the following:

- 1) All paper including newspaper, cardboard 24"x24" or manageable, waste paper, scrap paper, office paper, and junk mail. No food contaminated boxes or wrappers.
- 2) Plastic containers only if rinsed out and lids removed.
- 3) Glass food and beverage containers only if rinsed out and lids removed.
- 4) Aluminum cans and Tin cans if empty and rinsed out.

8. LANDFILL

The sanitary landfill or transfer station used by the Contractor shall be a State authorized facility and available for inspection by the City between the hours of 8:00A.M. and 4:00P.M. Monday through Friday. The City must contact the landfill or transfer station directly to set up inspection.

9. TITLE AND HAZARDOUS WASTE

Contractor shall take possession and title of all refuse removed from the City. Contractor shall not be expected to handle any hazardous waste materials and will not take title to this waste.

10. WORK RULES

The Contractor shall abide by the following work rules and regulations:

- A. The Contractor shall maintain personnel direction, control and supervision so that collection will be orderly with no unnecessary nuisance created:
- B. The Contractor's vehicles shall obey all traffic regulations of the City of Highland and the Illinois Department of Transportation and shall not intentionally interfere with traffic.
- C. Incompetent or disorderly workers shall be removed if so directed by the City Council. The determination by said Council that such workers are incompetent or disorderly shall be final and conclusive.

- D. If containers are tipped over or spilled by Contractor's employees after being properly contained, the Contractor shall collect and remove the spilled material and then leave the site in a clean and sanitary condition, returning containers to the approximate location from where they were taken.
- E. Contractor's personnel must present a neat and clean appearance, and be courteous towards customers at all times. Proper safety gear shall be worn at all times by contractor's personnel.
- F. Contractor's vehicles must be maintained in good condition, meeting all State and City vehicle requirements as specified by law and kept clean and sanitary.
- G. Refuse cans must be returned to the place from where they were taken, with lids, after emptying. Improper containers or worn out containers may be tagged by Contractor declaring it a container to be replaced. If the container is not replaced one week after being tagged, it will not be serviced.
- H. Any and all refuse spilled while loading or traveling shall be picked up by the Contractor.
- I. Any damage to private or public property caused by the Contractor's vehicle or personnel shall be the sole responsibility of the Contractor who shall take immediate action to contact the owner of the damaged property and repair or replace or arrange for repair or replacement to such damage to the reasonable satisfaction of the owner.
- J. The Contractor shall collect refuse and garbage in completely enclosed, leak proof compactor vehicles, and cause all such refuse and garbage collected to be disposed of in compliance with the rules of the State of Illinois Department of Public Health and Environmental Protection Agency and in accordance with all laws and rules and regulations applicable thereto.
- K. The starting time for the residential service shall begin no later than 7:00am and end no later than 6:00pm Monday through Friday. There is no time limit for non-containerized businesses. Non-collection due to agreed-upon holidays or acts of God shall be the following day.

11. COMMUNICATION

The Contractor shall maintain a telephone number to be used by the City during the hours of 7:00A.M. to 5:00P.M. Monday through Friday. Contractor's personnel should be available to retrieve lists of customer complaints via email or fax to complete within one (1) business day of receiving such notice. There will be two emergency after hours contacts provided for use of the City only.

12. CHARGES AND RATES

For any services required to be performed under this Contract where rates are specified in this Contract, the payments made to the Contractor by City shall not exceed such rates. For collections made in the manner herein provided, the rates for such collections shall be the following:

RESIDENTIAL UNITS: \$27.00 per month

This rate provides for:

Unlimited refuse (including bulky item removal as provided for in Section 4.E. of this contract), recyclable material, and yard waste material each week other than construction material, or unacceptable materials (i.e. hazardous waste).

NON-CONTAINERIZED BUSINESS: \$42.00 per month

COMPACTED REFUSE:

	<u>Frequency of Weekly Pick-ups</u>					
<u>Size</u>	<u>1 time</u>	<u>2 times</u>	<u>3 times</u>	<u>4 times</u>	<u>5 times</u>	<u>6 times</u>
2yd comp	\$114.00	\$150.00	\$226.00	\$308.00	\$318.00	\$389.00
4yd comp	\$145.00	\$278.00	\$389.00	\$424.00	\$482.00	\$522.00
6yd comp	\$184.00	\$371.00	\$600.00	\$651.00	\$693.00	\$734.00
20yd comp	\$522.00	\$1037.00	\$1499.00	\$1849.00	\$2206.00	\$2445.00
30yd comp	\$593.00	\$1169.00	\$1814.00	\$2609.00	\$2966.00	\$3322.00
40yd comp	\$617.00	\$1435.00	\$2206.00	\$2959.00	\$3082.00	\$3499.00

*Pricing based on customer providing equipment (compactor) and the following tonnage limits. 20yard compactors have a 4 ton limit and will incur a cost of \$70 per ton over this limit. 30yard compactors have a 5 ton limit and will incur a cost of \$70 per ton over this limit. 40yard compactors have a 6 ton limit and will incur a cost of \$70 per ton over this limit.

CONTAINERIZED BUSINESS:

All refuse except landscape waste and except containers of construction materials as follows:

<u>Size</u>	<u>Frequency of Weekly Pick-ups</u>					
	<u>1 time</u>	<u>2 times</u>	<u>3 times</u>	<u>4 times</u>	<u>5 times</u>	<u>6 times</u>
1 yd	\$67.00	\$98.00	\$153.00	\$196.00	\$233.00	\$276.00
1.5 yd	\$74.00	\$105.00	\$160.00	\$203.00	\$239.00	\$282.00
2 yd	\$91.00	\$129.00	\$190.00	\$227.00	\$264.00	\$307.00
3 yd	\$116.00	\$180.00	\$221.00	\$262.00	\$294.00	\$337.00
4 yd	\$147.00	\$208.00	\$332.00	\$388.00	\$411.00	\$490.00
6 yd	\$196.00	\$309.00	\$361.00	\$412.00	\$447.00	\$515.00
8 yd	\$227.00	\$356.00	\$522.00	\$700.00	\$822.00	\$883.00

The following prices are for collections requested in excess of the regularly scheduled weekly collection frequency:

<u>Size</u>	<u>Cost Per Extra Empty</u>
1 yd	\$54.00 per collection
1.5 yd	\$58.00 per collection
2 yd	\$65.00 per collection
3 yd	\$75.00 per collection
4 yd	\$80.00 per collection
6 yd	\$95.00 per collection
8 yd	\$110.0 per collection

CONTAINERS OF ONLY CONSTRUCTION AND AUTOMOBILE MATERIALS, which material is as defined as the residue, waste, or refuse resulting from construction, remodeling or razing of buildings, and as auto parts. Rental begins on the day of delivery and for the entire length of time used.

<u>Size of Container</u>	<u>Delivery Charge</u>	<u>Charge Per Empty</u>	<u>Rental Fee</u>
2 yd	\$50.00	\$70.00	\$ 6.00 per day
4 yd	\$50.00	\$100.00	\$ 6.00 per day
6 yd	\$55.00	\$160.00	\$ 6.00 per day
20 yd	\$300.00	\$70.00/ton	\$ 16.00 per day
40 yd	\$300.00	\$70.00/ton	\$ 16.00 per day

RESIDENTIAL YARD WASTE COLLECTIONS:

included above

Weekly city wide yard waste collections shall include all leaf and yard trimmings, small twigs and branches (less than 4 inches in diameter) generated from normal residential residents. There shall be no limit on the number of bags or cans. Excluded from pick ups are large branches (over 4 inches in diameter) and yard waste generated from commercial businesses such as lawn care companies. This service shall be provided for all 12 months of each year and will be charged to each and all city residents.

Yard waste for residential customers shall be prepared for collection by placing the material in Kraft (paper) yard waste bags or in trash cans marked with a red X. Twigs and small branches shall be bundled with twine and not larger than 2 foot in diameter and 4 foot in length. The yard waste shall then be placed at the curb or alley for collection.

13. CONTAINER PROVISION AND LOCATION

The Contractor shall use containers provided by the City compatible to the Contractor's equipment and place them as directed by the City.

The City shall provide to Contractor the location and size of containers needed for containerized business and industrial customers. Said containers shall be emptied as required by City on a regular schedule. Such notification to Contractor of container provision and schedule is at the sole discretion of the City and may be modified on a month by month basis.

14. PENALTY

A. City shall be sole determinant of and shall maintain records of Contractor's compliance with Contract provisions. After completion of sixty (60) days of Contract performance, City may notify Contractor of repeated contract violation complaints and shall have the right to impose penalties upon Contractor in the following manner:

- 1) Minor infractions such as "missed" pick-up, corrected within one (1) business day of notification of Contractor by City shall not be considered as Contract violation.
- 2) Verifiable and repeated infractions of Contract provisions such as Contractor's failure to maintain equipment, maintain schedules and route notifications, observe work rules or fulfill compliance with City, County, State or Federal regulations and procedures or any provisions in this Contract shall cause:
 - a) A notice to be filed with Contractor stating specific infractions, said notice shall be delivered in person to Contractor's place of business or sent by registered mail to Contractor's place of business.

- b) Upon second such notice of same or similar infractions the City shall deduct two hundred dollars (\$200) from Contractor's monthly payment.
- c) Upon third such notice of similar infractions the City shall deduct five hundred dollars (\$500) from Contractor's monthly payment.
- d) Upon fourth such notice of same or similar infractions the City shall deduct twenty five percent (25%) of Contractor's monthly payment.
- e) Upon fifth such notice of same or similar infractions the City shall have the right to cancel the Contract and Contractor shall forfeit any right to continuation of this Contract, and Contractor's performance bond herein shall be forfeited to City.
- f) Violations shall not be considered repeated if separated by twelve (12) or more months.

15. BUSINESS LICENSE

The City agrees that no business license or vehicle tax shall be imposed upon the Contractor by the City during the period of this Agreement.

16. PERFORMANCE

The Contractor agrees to provide a performance bond, with corporate surety acceptable to the City, in the amount of \$80,000 at the time of the execution of this contract and post with the City. If the Contractor shall fail to perform as required by this Agreement, the City shall have the right and privilege to be paid by the bonding company providing the performance bond, to cause the services to be performed by other means. If unused, the performance bond will be returned to the Contractor within 15 days after any termination and/or completion of this Agreement.

17. PAYMENT AND APPEAL

The City shall remit monthly to the Contractor, as provided above, such payments as may be due the Contractor. The City, upon request, shall provide Contractor with the previous month's listing of all customers and yardage billed. Any discrepancies in payment to Contractor may be adjusted upon mutual agreement of both parties. Contractor has thirty (30) days from each payment date to question and/or appeal said remittance.

18. WORKERS' COMPENSATION INSURANCE

The Contractor shall provide and maintain during the life of the Contract Workmen's Compensation Insurance, in accordance with the laws of the State of Illinois, for all its employees. A Certificate shall be filed with the City by the insurance carrier showing such insurance to be in force at all times.

19. LIABILITY INSURANCE

The Contractor shall provide and maintain during the life of the Contract Public Liability and Property Damage Insurance and Umbrella Coverage in the following minimum amounts, to protect itself, its agents, and its employees from claims for damages for personal injury, including wrongful and accidental death and property damage which may arise from operations under the Contract whether such operations be performed by itself or its employees:

General Liability - \$3,000,000 each person / \$5,000,000 per accident bodily injury and death liability / \$1,000,000 each accident for property damage liability

Automobile Liability - \$3,000,000 each person / \$5,000,000 each accident bodily injury and death liability / \$1,000,000 each accident for property damage liability

The policy or policies shall each name the City as an additional insured and shall contain a clause that the insurer shall not cancel or decrease the insurance coverage without first giving the City thirty (30) days' notice in writing of such pending action. The policy or policies shall be submitted to the City for its approval within seven (7) days of the date of any request by the City of Highland.

20. ASSIGNMENT AND SUBLETTING

No assignment or subletting or subcontracting of this Contract or any right or obligation under this Contract shall be made in whole or part by the Contractor without the express written consent of the City.

21. WAIVER

Any waiver, express or implied, by the City, of any performance required of the Contractor by this Contract, shall not be construed as the City's waiver of a failure by the Contractor, in the future, to render a performance required by this Contract.

IN WITNESS WHEREOF, the parties have set their hands on the day and year first written above.

CITY OF HIGHLAND

BY: _____
CHRISTOPHER CONRAD
CITY MANAGER

ATTEST:

BARBARA BELLM
CITY CLERK

ROBERT “BOB” SANDERS WASTE SYSTEMS INC

BY: _____
ROBERT SANDERS
PRESIDENT



City of Highland

Finance Department

MEMO TO: Chris Conrad, City Manager
FROM: Reanna Ohren, Director of Finance
SUBJECT: Recommendation on Solid Waste Contract
DATE: July 15, 2022

The contract for solid waste removal with Robert “Bob” Sanders Waste Removal is set to expire 9/30/22. We have contacted them in regards to the renewal of this contract for an additional one year term as we feel their services have been good for our community. They are willing to extend this contract through 9/30/23 with some requested rate modifications to the contract. In an effort to cover the cost increases to the City, I am recommending that residential rates increase by \$2, making that \$28, as well as a commercial non-containerized increase of \$3, making that \$42. Robert “Bob” Sanders Waste provides a valuable service to our businesses and residence. They are continuing to offer unlimited pick up at each residence for refuse, recycling and yard waste, along with bulky items and appliance removal.

If you have further questions please let me know.

Thank you.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING SERVICE CHARGES TO BE COLLECTED AND PAID TO THE CITY OF HIGHLAND FOR REFUSE COLLECTION SERVICE

WHEREAS, the City of Highland, Madison County, Illinois ("City"), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City and Robert "Bob" Sanders have agreed to a proposed contract for refuse services for City; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to amend the rates charged for refuse services for purposes of covering the costs of the new proposed contract with Robert "Bob" Sanders for refuse services for City; and

WHEREAS, the Mayor and/or City Manager is authorized and directed to execute any documents necessary to amend the rates charged by City for refuse services.

NOW THEREFORE BE IT ORDAINED, by the City Council of the City of Highland, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland.

Section 2. Service Charges to be collected from and paid to the City by Highland residents for refuse collection service from this City shall be as follows:

A. **Residential Units:** \$ 28.00 per month per residential unit for unlimited refuse collection, including bulky items but not appliances nor construction or hazardous materials, each week and all recyclable material placed in the recyclable container. This also includes yard waste collection. Yard waste includes leaf and yard trimmings, small twigs and branches (less than 4 inches in diameter). In order to have yard waste picked up, the material must be placed in Kraft (paper) yard bags or trash cans marked with a large red X. Twigs and branches would need to be bundled with twine and not longer than 4 foot in length. Place all refuse at the curb or alley.

All appliances shall be picked up one time per month on the third Friday of each month or a date agreed upon by the City and the Contractor. Appliances must be at the curbside by 7:00 a.m on that day.

B. **Non-containerized Business:** \$ 42.00 per month per non-containerized business entity, or apartment, condominium, or other single structure of more than three residential units for once-a-week collection for six (6) 33-gallon cans or bags of refuse each of a weight of no more than 50 pounds.

C. **Containerized Businesses**, which is defined as the use of, and regularly scheduled weekly collection from, a container as shown on the following schedule, and the following prices are per container, and except construction waste, which is defined as the residue, waste or refuse resulting from construction, remodeling, or razing of buildings, and as automobile parts, shall not be placed in other than separate construction refuse containers.

1. **Containers other than construction containers:** All refuse except landscape waste and except containers of construction materials as follows:

Size of Containers ----- Frequency of Weekly Pickups -----

Cubic Yards	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times
1	\$ 69.00	\$ 101.00	\$ 159.00	\$ 201.00	\$ 249.00	\$ 297.00
1.5	80.00	111.00	170.00	212.00	254.00	307.00
2	101.00	143.00	201.00	239.00	281.00	329.00
3	122.00	196.00	244.00	276.00	313.00	355.00
4	154.00	228.00	360.00	413.00	472.00	519.00
6	207.00	270.00	392.00	445.00	482.00	551.00
8	249.00	387.00	562.00	710.00	885.00	954.00

2. **Extra Dumpster Collections:** The following prices are for collections requested in excess of the regularly scheduled weekly collection frequency:

Container Size	Charge Per Collection
1	\$48.00
1.5	\$53.00
2	\$58.00
3	\$64.00

4	\$74.00
6	\$85.00
8	\$95.00

3. Compactor Refuse Rates: Customer provides the compactor equipment:

Size of Containers ----- Frequency of Weekly Pickups -----

Cubic Yards	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times
2 yd	\$ 122.00	\$ 162.00	\$ 247.00	\$ 326.00	\$ 371.00	\$ 417.00
4 yd	155.00	295.00	419.00	465.00	518.00	568.00
6 yd	201.00	401.00	657.00	717.00	762.00	807.00
20 yd	572.00	1,155.00	2,009.00	2,936.00	3,339.00	3,742.00
30 yd	652.00	1,341.00	1,678.00	2,075.00	2,478.00	2,749.00
40 yd	678.00	1,606.00	2,473.00	2,936.00	3,472.00	3,941.00

Additional Tonnage Rates Compactors:

Amount in excess of 4 ton limit/20 yd compactor: \$67.50/ton

Amount in excess of 5 ton limit/30 yd compactor: \$67.50/ton

Amount in excess of 6 ton limit/40 yd compactor: \$67.50/ton

D. Construction Containers and Automobile Materials: The following prices are for delivery of, use of, and non-regularly scheduled collection from the containers for construction waste, which is defined as the residue, waste, or refuse resulting from construction, remodeling, or razing of buildings; and automobile parts:

Charges	Delivery Charge	Per Empty Charge	Rental Fee
2 yd Container	\$ 50.00	\$ 70.00	\$10.00 rental per day
4 yd Container	50.00	100.00	\$10.00 rental per day
6 yd Container	55.00	160.00	\$10.00 rental per day
Charges	Delivery Charge	Per Ton Charge	Rental Fee
20 yd Container	\$ 290.00	\$ 67.50	\$20.00 rental per day
40 yd Container	290.00	67.50	\$20.00 rental per day

Section 3. This ordinance shall be effective upon its passage, approval, and publication in pamphlet form in accordance with Illinois law, and shall be implemented on bills sent out for October 2022.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF HIGHLAND TO ENTER A CONTRACT WITH CORNERSTONE INSURANCE GROUP AS THE CITY'S BENEFIT BROKER

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter "City"), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has utilized the services of Cornerstone Insurance Group ("Cornerstone") to administer City's employee benefits for the past thirteen (13) years; and

WHEREAS, City has determined it necessary to do its due diligence to make sure Cornerstone is still the most suitable company to administer employee benefits for City; and

WHEREAS, City sent out requests for proposal for City's employee benefit administration, and received proposals from:

1. Cornerstone Insurance Group
2. Brown and Brown
3. NexGen

and

WHEREAS, after considering all submitted proposals, City has determined Cornerstone is still the most suitable company to administer employee benefits for City (*See* Contract attached hereto as **Exhibit A**; hereinafter "Cornerstone Contract"); and

WHEREAS, City has determined the terms and conditions of the Cornerstone Contract are fair and reasonable; and

WHEREAS, City has determined approving the Cornerstone Contract is in the best interests of the health, safety, general welfare, and economic welfare of the City; and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the Cornerstone Contract (*see* **Exhibit A**).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The Cornerstone Contract (**Exhibit A**) is approved.

Section 3. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

Cornerstone Insurance Group RFP Response

City of Highland

June 7, 2022

Presented by:

Richard Steinbaum, Managing Partner
Tracy Moore, Consultant
Assured Partners Cornerstone
12645 Olive Blvd., Suite 300, St. Louis, MO
63141
108 Magnolia Dr., Suite B, Glen Carbon, IL
62034
(314) 373-2900



CORNERSTONE
INSURANCE GROUP

June 6, 2022

Assured Partners Cornerstone is very pleased to present our response to your Request for Proposal for a fully integrated, single source solution the City of Highland's Health and Welfare Benefit Plans. We have made every effort to answer your questions with thoughtful, applicable responses and hope to convey that Assured Partners Cornerstone clients enjoy a dedicated, innovative, and accommodating relationship with a professional benefits team that works all year to engage employees, reduce costs, and streamline your back-office processes.

We will work for you to:

- Develop a benefits strategy that aligns your workforce, financial and organizational strategies. We will use our proven processes and expertise to assist the City of Highland in the development, execution, and ongoing review of the strategy.
- Deliver Assured Partners Cornerstone seamless single source solution for all brokerage, consulting, compliance, communications and administrative services, leading to lower plan costs and increased efficiencies – allowing the City of Highlands team to focus on more strategic objectives.
- Establish a multi-disciplined service team that will serve as a direct conduit of information for the City of Highlands management, as well as an employee advocacy center to help employees with benefit, claim, enrollment, and other benefit-related questions.
- Provide extensive reporting and strategic recommendations to improve and manage the population health of your workforce, utilizing data analytics through our various analytics teams and systems.
- Introduce a proactive service model to address all pending and newly arising challenges. This will begin with a complete review of all past service issues and conclude with a guaranteed deliverable timeline.

Unlike many of our competitors, Assured Partners Cornerstone has built a business model that enables us to deliver from a single service center, all the solutions you need to manage your benefit programs and drive better value for the employee benefits dollars that City of Highland is already spending.

We look forward to reviewing this proposal with you and answering any questions you may have.

Respectfully submitted,

Tracy R. Moore
Consultant, AP Cornerstone

Richard Steinbaum
Managing Partner, AP Cornerstone



The Big Picture

Assured Partners Cornerstone is a perfect fit for City of Highland, as our experience with employers your size, broad expertise in the industry, flexibility, and ability to provide information exceeds that of most Employee Benefits Brokers today.

As you will see in the following pages, Assured Partners Cornerstone understands the challenges that you are facing today and knows what is important to your employee population. Partners of Assured Partners Cornerstone are confident in their understanding of how health care dollars are spent, are provided with innovative ideas to curb these costs, and have a strategic plan for the future. Our clients know that the well-being of their employees and their benefits plans are solidly in place and instead get to focus on the growth of their business.

There is a lot of information presented here, so we wanted to point out some key ideas to note:

1. We've all heard the quote that **"Knowledge is Power"**. There could not be a more accurate statement when referring to the business of employee benefits. The more an employer can learn about the behavior and utilization of an employee insurance plan, the better position they are in to design, price, and implement a cost effective and well received plan. Assured Partners Cornerstone provides actuarial studies that take any guess work out of the benefits design process and arms our clients with the information needed to make educated decisions about plans to offer, networks to choose, funding mechanisms to employ, and educational efforts to make. This actuarial process provides the primary data upon which most of our design services rely. It is one of the most important things that we do.
2. **Assured Partners Cornerstone is connected to, and offers the services of, the largest national agencies but is small enough to be nimble and accommodating for our clients.** We offer administration, communication, technology, actuarial services, compliance and HR support. The implementation of these services are delivered in a more flexible, and efficient manner and can be completely customized according to City of Highland needs.
3. **Assured Partners Cornerstone goes the extra mile.** We are experts at understanding the point of view of your team on the ground who need support. Assured Partners Cornerstone employees are encouraged to think out of the box when interacting with your managers on a day-to-day basis. We suggest alternative processes, communication options and ways to better utilize technology when applicable.
4. **We currently serve many municipal employers as well as school districts.** We understand who your employees are, what they expect from their benefits package, and how to communicate to them. We also understand the importance of cost containment and the urgency to proactively address the needs of your employees.



5. Having served as the City of Highland's broker for many years we have an intimate knowledge and relationship with your employees.
6. We take the standard commission (low end commission rates) from the carriers, we do not ask for additional. Current commission percentages we are receiving is 3% on medical with Cigna, Dental and Vision is 10% with Met Life, Life is 15% with Met Life. We can also discuss a fee based arrangement if this is something you would be interested in.

City of Highland RFP Responses:

A. Firm Name, address, phone, and date established

As one of the largest insurance brokerage firms in Missouri, Cornerstone's headquarters is located in Creve Coeur, Missouri with a second servicing office in Glen Carbon, Illinois. Cornerstone was founded in 2005.

12645 Olive Blvd., Suite 300, St. Louis, MO 63141
108 Magnolia Dr., Suite B, Glen Carbon, IL 62034

Our parent company, Assured Partners, is the 5th largest Insurance broker in the country. Together with our local expertise and AP's wide-reaching network of pros, we can deliver in-depth knowledge, strong carrier relationships and all the required resources to deliver innovative products and solutions that are customized to your precise needs.

B. Names and addresses of owners or significant stockholders

Jim Henderson (major stockholder)
Assured Partners
www.assuredpartners.com
200 Colonial Center Parkway
Suite 140
Lake Mary, FL 32746



C. Names of office principals and their experience in providing insurance and services of the type described in the RFP



Richard Steinbaum | Managing Partner

Richard has been in the insurance business for 32 years. He started Corporate Benefit Consultants in 1990 and founded Cornerstone Insurance Group 15 years later in 2005. Today, Assured Partners Cornerstone has more than 100 employees in our local office and is a Healthiest Employer and Best Place to Work, as ranked by the St. Louis Business Journal.



Tracy Moore | Consultant

With more than 35 years of experience helping employers design employee benefits plans that successfully reduce turnover and increase productivity in the workplace, Tracy will focus her expertise on the City of Highland plan designs, long term strategies, cost saving strategies, and data analytics. She directs the enrollment and communication effort, as well as coordinates any additional services.



Bethany Holliday | Director of Human Resources

Bethany has more than 20 years of experience and is “Professional in Human Resources” certified.

Bethany and her team of human resources experts will support your HR department in any capacity that it may need: training for staff, handbook reviews, COVID guidance and assistance, FMLA procedures, policy development, assistance with performance management, disciplinary issues, and routine day-to-day employee relations issues or concerns. The City of Highland is a Premier Client of Assured Partners Cornerstone and Bethany’s team provides consultative service to these clients on a regular basis both from our office as well as on-site as needed.



Kara Ruckman | Account Executive

Kara has 12 years of experience at Assured Partners Cornerstone. She will be your main point of contact for day-to-day service and billing issues. Kara will also assist in handling open enrollment, renewals, and ongoing enrollments and terminations. Kara has direct relationships with the support teams at each carrier and will expediently address any questions or concerns that arise. Kara strives to respond urgently to all service and or claim issues, and her average response time is within 2 hours of your initial call or e-mail.





Leah Hammel, RD | Director of Wellness

Leah is a registered dietician and exercise physiologist. She helps determine the best methods to introduce wellness into your organization or take your current initiative up a notch. She can structure participation- or outcomes-based programs that determine the premium paid by your staff, paying careful attention to ACA rules regarding parameters for a wellness plan and subsequent premium schedules.



Mary Ann White | Director of Compliance

Mary Ann has been with Assured Partners Cornerstone for over 10 years. With over 25 years of experience in the industry, she specializes in compliance with IRS, DOL, and the Affordable Care Act (ACA) as it relates to employee welfare benefits. Mary Ann works with clients to design and implement FSA and HRA plans and serves as a resource for general compliance issues relating to health and welfare benefits.



Lecie Steinbaum, CPA | Executive Director and Plan Analytics

Responsible for consulting your team on the value-added services and solutions we offer, Lecie oversees Assured Partners Cornerstone compliance, payroll, and administration departments. In collaboration with the communication team and the HR department, Lecie and her staff ensure you are using Assured Partners Cornerstone's resources effectively.



Robyn Bittle | Plan Services Account Representative

Robyn has worked with Assured Partners Cornerstone TPA department for over 8 years and is responsible for working with your employees, providing them with the tools they need to make smart decisions about their flex-spending and health savings accounts.



Carrie Hoffhaus | Director of COBRA

Carrie has headed up Assured Partners Cornerstone COBRA Administration division since 2012. As Cornerstone's director of COBRA administration, Carrie ensures that all groups are compliant with the Department of Labor's most current COBRA regulations. When Carrie administers your COBRA, any liability is transferred directly to Assured Partners Cornerstone, and you are also relieved of the administrative burden.



D. Account executive who will service the City’s account, include their experience, qualifications, professional references and office location. Also include any other staff members who may also service the account, their availability and accessibility to the City’s account.



Kara Ruckman | Account Executive

Kara has 12 years of experience at Assured Partners Cornerstone. She will be your main point of contact for day-to-day service and billing issues. Kara will also assist in handling open enrollment, renewals, and ongoing enrollments and terminations. Kara has direct relationships with the support teams at each carrier and will expediently address any questions or concerns that arise. Kara strives to respond urgently to all service and or claim issues, and her average response time is within 2 hours of your initial call or e-mail.

Kara works out of our Glen Carbon, Illinois office and will be your main point of contact for questions or problems concerning claim issues, billing questions, coverage questions, and more! Kara is your main “go to” and she can direct to the correct person or department. The City has worked with Kara for over 10 years!

E. A detailed list of insurance companies that you can access and from which you can obtain quotes for Health, Dental, and Life Insurance similar to current City policies.

Aetna	Chubb	Principal
BAS	New York Life	Prudential
BCBS of Illinois	Dearborn Life	Reliance Standard
Cigna	Hartford	Renaissance
United Healthcare	One America	Standard Insurance Company
Trustmark	Renaissance	TruAssure
UMR	Guardian	United Concordia
Ameritas	Humana	Voya
Sunlife	Lincoln Financial	UNUM
Delta Dental of IL	Met Life	
Boston Mutual	Mutual of Omaha	



F. A discussion of how you will handle the procurement of insurance and a description of services that you will provide under this contract.

We consider this a large part of our job and for the most part, we assume these items are our responsibility. We look at our relationship with you as a partnership and we act in a manner to make your benefits selection and implementation process as smooth and effortless as possible by doing the bulk of the legwork and research long before we present you with options leading up to each new plan year.

We will provide you with education on market conditions, new legislation that may affect the upcoming plan year, trends in the region, and feedback on the current year plan claims and usage.

Using this data, we will submit RFPs to all your potential carriers that serve your type of risk. We will use the plan modeling from the data analytics to further customize your plan designs and leverage against the underwriting we receive from the carriers.

Once we receive information back from carriers, we will formulate an easy-to-interpret and straight forward presentation on your options. We illustrate how each various option will affect your employees both financially and in terms of benefits. We will offer suggestions based upon your stated goals, and upon our actuary exercises, but will always be extremely flexible and able to manipulate our data to show you new ideas as those goals evolve.

Generally, identifying market conditions, evaluating proposals, and negotiating and placement of contracts, are all things that we do every single day. We are especially confident in our ability to represent City of Highland better than anyone when it comes to negotiating on your behalf with the carrier for rates. Not only does Assured Partners Cornerstone demand respect as a leader in the marketplace, but armed with our actuarial data, we have a distinct edge with your carrier over other brokers.

G. A discussion of your firm's resources and activities as they relate to knowledge and understanding of our industry.

We understand the challenges of municipalities and how they differ from privately held companies. Municipalities work from a budget rather than from sales or profits much like a non-profit group. A few of the other municipalities we insure are:

City of Edwardsville

City of Mascoutah

City of Troy

Village of Aviston

Village of Glen Carbon

Village of Maryville



Village of St. Jacob

Village of Tamms

In addition we serve over 50 School Districts! (Including Highland School District)

H. A description of your firm’s philosophy for servicing and account and commitment to customer service and quality assurance.

We have an extremely proactive and customized model to service our clients. We hope that your benefits department relies on us to help facilitate education, communication, compliance, claims review, and budgeting year-round. We will work get to know you well enough to anticipate your organizational and employee needs before they become urgent. We also utilize several methods to communicate to our clients about current compliance trends and legislative changes. We send monthly newsletters that keep you up to date on trends in the market, along with legislative updates. We also use email blasts to our clients to keep you up to date on any timely issues to be aware of, or if action is required.

We ask our clients, their employees, and dependents to contact us directly regarding any claim questions or issues that may arise. Kara Ruckman, our Benefits Account Executive, will obtain any information from the member and contact the insurer on their behalf. After she has contacted the insurance provider, she will reach back out to the member with the resolution. Most issues are resolved within 24 hours, but if they happen to take more time, she will let the individual know when we can expect a resolution and keep them updated as to the progress. At no time will your employees wonder about the status of their issue. Our goal is to resolve claims in a timely and satisfactory manner for your employees and their families. For you and your employees, it is one phone call to Kara for anything related to your plan.

I. A description of your renewal process, timeliness, and implementation process.

The renewal analysis is appropriately integrated with our ongoing analysis, enabling the City of Highland to begin strategic design planning in conjunction with the knowledge of the projected renewal adjustment well in advance of the renewal’s delivery. This level of planning allows for a thoughtful, well-researched approach to each year’s renewal and open enrollment. Moreover, this process allows more than enough time to go to market in the event pricing becomes a key renewal issue.

During the renewal season we will work with you to negotiate renewal rates, develop plan design alternatives and market coverage. Although marketing coverage every year is not recommended, we will bid coverage whenever it is in the best interest of the City of Highland. Marketing of coverage typically occurs when renewal negotiations come to an impasse or in the event the program has not been out to bid for three years or more. Typically, we will market stop loss annually to ensure competitive rates.



During the renewal process we will always present renewal options that include variations on the program design, focusing on plan deductibles, copays, out of pocket maximums and other funding options.

Critical to this process is plan benchmarking and employee contribution modeling. In this process we will benchmark using national and local surveys, key plan components (deductibles, copays, Rx benefits), and employee contributions to assess how the benefits plan at the City of Highland compare to the marketplace. Based on those findings, we will develop an employee contribution model to assist the organization in developing the right employer/employee cost sharing formula. Sample benchmarking provided.

Most of our competitors focus strictly on renewal rates to measure value. By concentrating on market competition, benefit levels and employer net cost, we'll help the City of Highland maintain the right plan with competitive benefits at an affordable cost, so the organization can build and retain a qualified and productive workforce.

J. Information regarding resources your firm offers to assist with the administration of a benefits program.

In addition to the placement and servicing of benefit plans, the following are additional services that Assured Partners Cornerstone provides that complement those plans and allow for more efficiencies for our clients:

Consulting and Analytics – Population Health Management, Medical & Rx Analytics, Plan Disruption Analysis, Employee Retention Strategies, Predictive Modeling, Medical Intelligence, Data Warehouse w/20m member lives.

Benefits Administration – Online enrollment platform, Defined contribution options, Eligibility & billing administration, Reconciled and consolidated billing, FSA, COBRA, HRA administration, HSA administration, Onboarding and Employee handbook & HR policies, Compliance management, ADA, FMLA.

Compliance – ERISA Attorney, ACA & DOL compliance tools, 1094/1095 filing, 5500's, COBRA, HIPAA, FMLA, ERISA, TEFRA/DEFRA, Section 125, 105(h), 79, 152 SMMs, Sars, SPDs, Compliance Calendar, Gorm 720 Excise tax return.

Communications – Custom branded communication strategy, fully staffed communications department, Total compensation statements, Mailing & fulfillment center, Branded benefit guides, postcards, newsletter, videos, apps.

Employee Advocacy – Claims resolution, dedicated service team, Liaison between employee & carrier.

HR – policy development, Handbook development, harassment training, FMLA assistance, discipline assistance, job descriptions, investigations.



Wellness – Help develop a wellness program with our in house Wellness Director and utilizing the incentives from the carrier to the fullest.

Payroll – Our payroll solution offers the most technically advanced payroll, enrollment, and timekeeping software available today. Implementing these additional services enables Assured Partners Cornerstone to streamline your benefits enrollment, reporting, timekeeping, Workers Compensation and terminations, all while ensuring compliance and ease to you.

Full Service Risk Management and Property & Casualty Brokerage – Assured Partners Cornerstone offers full commercial risk management services including Workers Comp, Property & Liability, EPLI, Cyber coverage and Professional Liability. Many of our clients take advantage of “both sides of the house” and enjoy one professional partner for all their insurance needs.

K. A description of the resources and tools your firm utilizes or has available for benchmarking.

As our main mission is to keep you as an employer of choice, it is critical to know how your benefits package compares to your competitors’. Integral to this is plan benchmarking and employee contribution modeling. In this process we will benchmark using national and local surveys, key plan components, (deductibles, copays, Rx benefits), and employee contributions to assess how the benefits plan at the City of Highland compares to the marketplace. Based on those findings, we will develop an employee contribution model to assist the organization in developing the right employer/employee cost sharing formula. In the case of specific benchmarking needs, we often access outside benchmark reports from vendors in the industry such as Society for Human Resource Management or Zywave.

L. Provide a statement regarding the firms view on implementing wellness programs in order to control healthcare costs. Describe the resources and tools offered to clients around this initiative.

1. Discovery – identifies the needs of the workplace and provides individual insights to employees.

We initiate our program by interviewing the executive leadership team and a group of wellness committee volunteers. This initial survey identifies the areas of focus for the year that employees enjoy or self-identify as needs. Whether that be exercise classes, stress reduction, or positive thinking.

Following the survey, a biometric screening session or a health risk assessment help individual employees discover more about their health. These insights also help develop areas of focus for the program.

2. Prevention – encourages employees to stay up to date on annual preventative appointments.

This pillar encourages annual preventative care visits, along with participation in lunch and learns by medical professionals who teach healthier habits, giving employees tools to work toward wellness every day. Incentivizing employees to maintain a relationship with their health care provider can minimize catastrophic claims and reduce Urgent Care and Emergency Room use.



3. Action – allows employees to determine an activity that contributes to their wellbeing.

This pillar gives the employees the opportunity to work on what they believe is important to their personal wellbeing. Your designated director of wellness will assist your team with initiating programs to promote a culture of wellbeing. Whether the interest is incorporating positive thinking or learning how exercise can manage stress, your designated wellness director will make it happen.

M. A copy of all licensing required.

See Attached

N. Evidence of insurance coverage as require above.

See Attached

O. References of three commercial clients and three public sector clients that can be contacted regarding the quality and competency of your firm and the account executive.

Bass Mollett

Kimberly Bingham

Kimberly.bingham@bass-mollett.com

City of Edwardsville

Amanda Tucker

atucker@cityofedwardsville.com

Stroco Manufacturing

Cailin Mullen

Cailin.mullen@stroco.com

City of Troy

Jay Keeven

jkeeven@troyil.us

Elegant Child

Gloria McCart

gloers@gmail.com

Village of Maryville

Craig Short

mayorshort@maryville-il.us





City of Highland, Illinois

**November 2022 Benefits Plan
Brokerage and Consulting Services**

Due Date: June 7, 2022



June 7, 2022

Ms. Jackie Heimbürger, Director of Support Services
Ms. Reanna Ohren, Director of Finance
1115 Broadway
P.O. Box 218
Highland, IL 62249

Dear Ms. Heimbürger and Ms. Ohren:

Nexben is pleased to respond to your Request for Proposal. We are leading a truly radical marketplace transformation through our development of the nation's most advanced, digital, end-to-end insurance technology platform that offers Small Group and Individual Coverage Health Reimbursement Arrangements (ICHRA) marketplaces. Nexben is the only company that offers an ICHRA marketplace solution using pre-tax dollars and a patent-pending premium payment feature that streamlines administrative tasks. Our goal is to help companies of all sizes simplify their approach to buying and providing health insurance. We can do that because our technology platform connects the entire industry nationwide, provides a user-friendly online experience, and reduces both administrative efforts and costs.

With Nexben, you and your employees will be able to access the widest breadth of quality insurance providers, health insurance plans, and ancillary products. And you'll do it all from the Nexben platform - a cutting-edge, multi-carrier, quoting, selection, and enrollment tool. What is more, you will control your costs, offer more robust benefits, and maintain a reputation of supporting your employees through transparency. You will be able to easily compare multi-carrier plans, their details, and rates, as well as supplementary carrier products. Then, you will be able to seamlessly select the benefits package that best fits your organization. Your employees will be able to compare all the benefit options you have made available as well as the associated costs. This empowers them to make data-driven decisions for themselves and their families, encouraging them to be more informed health care consumers.

Thank you for the opportunity to respond to your Request for Proposal. We look forward to helping you save time and money while offering your employees the best health benefits plans in the marketplace today.

Kind Regards,

A handwritten signature in black ink, appearing to read "Jason Borowicz".

Jason Borowicz, Vice President of Insights & Innovation
jborowicz@nexben.com
616.210.4107

1430 Monroe Ave NW, Suite 180
Grand Rapids, MI 49505

nexben.com

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A: Locations & Establishment

Headquarters/Employee Locations/History

Office Locations

Nexben has physical headquarters in both Minneapolis, Minnesota and Grand Rapids, Michigan. We have a remote work environment with approximately 130 employees dispersed across all regions of the country. This ensures we can provide local service to every single state. We are licensed in all fifty states.

Minnesota:

Nexben, Incorporated
150 S 5th St
Suite 1750
Minneapolis, MN 55042
P: 855.463.9236
E: info@nexben.com

Michigan:

Nexben, Incorporated
1430 Monroe Ave., NW
Suite 180
Grand Rapids, MI 49505
P: 800.748.0368 or 616.949.7950
F: 877.329.2844 or 616.949.2502
E: info@nexben.com
Mailing Address: P.O. Box 140167
Grand Rapids, MI 49514-0167

Establishment

Nexben was founded by John Kelly, whose singular passion is to permanently change the entire health benefits experience for the better, bring it into the 21st century, and lead it beyond as the industry evolves. Nexben can attest to more than 60 years of experience in the insurance industry and has a book of business consisting of more than 12,000 companies, associations, public entities, and municipalities. We are the Managing General Agent for the tenth largest carrier in the United States. We serve as an independent broker.

Our foundation is built around technology, operations, customer service, and administrative resources. Nexben customers range in size from one to more than 1000 employees. We are active in industry trade groups, are well known nationally within the brokerage community, and offer brokerage and technology capabilities to deliver solutions on a national scale.

B: Ownership

Nexben, Incorporated

Nexben is a privately held corporation. We are well known in the industry as a leader in innovative solutions and have experience building partnerships and working directly with carriers. Our partners include companies that can offer a variety of ancillary products. This allows us to deliver the most value-added results to our clients who want to offer more than just medical benefits. We continually work toward expanding our partnerships as we constantly analyze the marketplace.

Our Customer Care Team brokers, director, manager and team members have many years of experience and knowledge. All our technical capability and customer service is held in-house, so our customers work only with Nexben employees when they meet, call, chat with, and/or email us.

Nexben's Customer Care Teams supply all customer kick-off training, enrollment management, and platform technology support. They also manage all aspects of customer orientation, training, onboarding, and ongoing support for Small Group and Individual Coverage Health Reimbursement Arrangements (ICHRA).

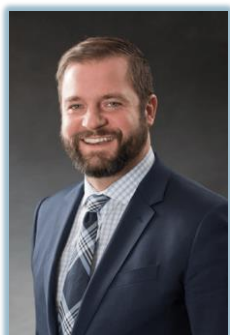
C: Executive Summary

Nexben Executive Team



John Kelly - Founder & CEO

The grand design, growth, and direction of Nexben is innovated by John Kelly. John's passion is to permanently change the entire health benefits experience for the better; make it simpler, more accessible, and less cumbersome for everyone involved. Prior to his revolutionary work at Nexben, John forged his deep industry knowledge and insight as founder and CEO of the BrocorXchange in 2011. BrocorXchange is the proto-concept that began to transform the health insurance marketplace through the first-ever consolidation of plan information. John earned his BA at the College of Charleston in South Carolina. He regularly engages with like-minded organizations that focus on health insurance issues and industry solutions.



Keith Huckaby - President

Keith is responsible for driving the vision and strategy of the organization. His deep roots in the industry and his pulse on the team's daily work give Keith a unique perspective on how to align the broader vision of the organization while also empowering everyone to thrive individually and as a team. He is excited to come to work each day to innovate, disrupt, and transform the benefits industry. Keith's background in business consulting and the hospitality industry gave him a variety of experiences in everything from operations and employee retention at Disney to owning franchised restaurants. Most recently, Keith was the CEO at TGG Solutions.



Michelle Beebe – Chief Revenue Officer

Michelle ensures the Nexben team can deliver on the promises it makes to customers. Her firm belief in our company's potential is Michelle's inspiration within her role. Her passion is keeping up with what's happening in the industry and translating that for the internal teams. This ensures everyone is operating with the same knowledge base in order to be as effective as possible. Every day Michelle builds relationships with external Nexben partners, including brokers and distributors, empowering them with Nexben's technology solutions. Before joining the team, Michelle gained extensive experience in operations and customer service at various companies. Michelle studied Political Science and Government at Lansing Community College.

Nexben Executive Team (cont.)



Scib Ebel – Chief Technology Officer

Scib creates Nexben’s technological vision and implements the appropriate technology strategies to support the growing business. He has a proven history of driving business value through technology, making him a perfect fit for Nexben. Scib previously served as the CTO/SVP Technology/CISO at Icaro (formerly Revel Health) and has held leadership positions at Optum and Cigna. His experience developing teams and directing technology strategies within the healthcare industry make him an invaluable addition to the Nexben team. Scib has his MBA and MS in Software Engineering from the University of St. Thomas in St. Paul, Minnesota. He also earned a bachelor’s degree in Psychology from the University of Minnesota.



Kasey Bacso – Vice President of Business Development

Kasey is responsible for connecting business with technology through quality partnerships inside and outside of the organization. He is instrumental in designing the Nexben platform and spearheaded the onboarding, training, and teaching of every new hire. Over the years, Kasey has contracted deals with some of the largest insurance companies, including MetLife and Principal. Kasey joined the Nexben team eight years ago as a Database Inventory Manager. Throughout Kasey’s tenure, he has worn many hats, including positions in payroll, sales, development, marketing, and technology design, as well as helping to raise capital. Kasey has a bachelor’s degree from The College of St. Scholastica in Duluth, Minnesota.

D: City of Highland Service Team

A Skilled and Experienced Customer Care Team

Your account management and support will be provided by a broker, an account manager, and a Customer Care Team. Your entire team of Nexben associates will be your first line of support. As previously stated, all our technical capability and customer service is held in house. You will work only with Nexben employees when you meet, call, chat with, and email us.

Your Broker

One of our exceptionally experienced brokers licensed in the State of Illinois will be assigned to your account. Please see their resumés included in this section.

Your Account Manager: **Caroline Smith – Director of Customer Care**

Caroline has been with Nexben for 16 years. She leads our Customer Care Team by providing professional development to team members as well as managing the relationships with our customer partners. She is the first line of support for Nexben customers and provides exceptional support right from the beginning of the customer relationship as well as continued, on-going support. Caroline is very experienced through her past roles of customer service support, team lead, Customer Care Manager, and coaching and development of the team. She is well-versed in her role as Director and in taking care of our customers.

Your Care Team Lead: **Hannah Brooks – Customer Care Manager**

Hannah has been with Nexben for seven years and oversees the onboarding communication and coaching for our customers on our platform and process. She ensures everyone using the Nexben platform has a smooth transition to kickstart the enrollment process. Hannah leads all our Customer Care Teams. She coaches them on various facets of customer care including service excellence, systems, resources, problem resolution, and process improvements. In the past, Hannah has provided support as an administrative assistant and an executive coordinator. She is committed to leading by example and providing outstanding customer service to Nexben's customers and partners.

Your Customer Care Team Availability

Your Nexben Customer Care Team can be reached at 1-877-487-6842 and is available from 7:00 a.m. to 7:00 p.m. CST, Monday through Friday. Bilingual staff is available in-house for Spanish language needs. An outside service is leveraged for other language needs, which are set by appointment.

Nexben Broker Resumés



PROFILE

Talented salesperson with extensive insurance sales experience. Ability to manage employees and build high performing team relationships. Works efficiently and communicates clearly, demonstrating mature interpersonal skills. Intelligent, tech savvy, with a strong work ethic and a high capacity to learn

Motivated by setting and reaching goals which enhance personal, team and company growth.

CONTACT

PHONE:
616-737-6375

WEBSITE:
www.nexben.com

EMAIL:
tdeur@nexben.com

HOBBIES

Reading
Gardening
Hiking

TAMMY DEUR

Principal of Agency

EDUCATION

Grand Valley State University
1994-1995
Bachelor of Business, Sales and Marketing

Muskegon Community College
1992-1994
Associates Degree

WORK EXPERIENCE

Trovia Inc dba Nexben Insurance Solutions, Principal of Agency
July 2021–Current
Leadership of national agency with revenue streams in medical and specialty benefits sales in the group and individual market.

TGG Solutions, Principal of Agency
2006–Current
Sales and leadership of Michigan broker distribution channel for medical and specialty benefits in group and individual market.

Rogers Benefit Group, Sales Consultant
1996–2006
Michigan Broker Distribution channel sales for medical and specialty benefits in group and individual market

CERTIFICATES AND LICENSES

Michigan Resident Life and Health License

Non-Resident Life and Health Licenses in remaining 49 states, Puerto Rico, Virgin Islands and District of Columbia

Registered Employee Benefits Consultant (REBC)

AHIP Certification, FFM Certification, State Exchange Certifications in CT, AR, CO, ME, NM, NJ, NY, PN, WA

Contact

lmmerzolino@gmail.com

www.linkedin.com/in/lisa-marzolino-pmp-4b161912
(LinkedIn)

Top Skills

Project Management

Leadership

Business Analysis

Certifications

Certified Project Manager (CPM)

Project Management Professional (PMP)

Lisa Marzolino, PMP

Corporate Project Management Professional
at Nexben Grand Rapids

Experience

Nexben

Corporate Project Management Professional
July 2021 - Present (6 months)
Grand Rapids, Michigan, United States

TGG Solutions

25 years

Senior Director of Organizational Development
March 2020 - July 2021 (1 year 5 months)
Grand Rapids, Michigan, United States

Corporate Project Manager

January 2016 - February 2020 (4 years 2 months)
Greater Grand Rapids, Michigan Area

Director, Marketing Services

January 2013 - December 2015 (3 years)
Greater Grand Rapids, Michigan Area

Manager, Key Client Services

January 2010 - January 2013 (3 years 1 month)
Greater Grand Rapids, Michigan Area

Marketing Development Manager

2006 - 2010 (4 years)

Manager of Agent Services

2000 - 2007 (7 years)

Presale / Quoting Support

1998 - 2000 (2 years)

Membership & Billing Services

1996 - 1998 (2 years)

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of 2

Education

Project Management Institute

Project Management Professional (PMP), Project Management · (2018 - 2018)

Davenport University

Certified Project Manager, Project Management · (2016 - 2016)

Robert J. Williams

6438 Clover Meadows Avenue, Scotts, MI 49088
269.364.9523 (Cell) r.j.williams@outlook.com
www.linkedin.com/in/medicarementor

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Sales Experience

- Fourteen years insurance sales and marketing experience
- Eight years' experience successfully selling capital equipment
- Million Dollar Sales Awards 1998,1999,2000,2002
- Blue Cross Blue Shield Senior Products Diamond Award (2019)
- Fourth Place Overall in the Lighthouse Lightening Round Sales Contest for 2020
- Placed 16th in overall production at Lighthouse Group for 2020
- Priority Health Medicare Elite Agent (2021)

Communication

- Presented educational seminars at two national and one state trade association conventions
- Developed a list of "talking points" to ensure accurate information was broadcast during live media events
- Planned, organized and conducted live, on-air radio remotes to promote customer's facilities
- Created and delivered insurance seminars on Medicare Products, Workers Compensation, Health Insurance, Condominium Insurance and Annuities generating hundreds of qualified sales leads
- Featured in an [interview on WWMT News 3](#) about loss of health insurance due to COVID-19
- Created an educational webinar and Brainshark presentation about health insurance options for individuals losing group coverage due to the COVID-19 pandemic
- Delivered Medicare 101 seminars in both live and virtual formats
- Wrote "Nine Tips to Improve Revenue at Your Rollover Automatic", published in the *Midwest Carwash Association Newsletter*
- Designed, wrote, laid out and developed *Washing Wisely*, a newsletter for company customers
- Created business plans to submit to banks to gain financing on projects up to \$700,000
- Currently developing "The Streetwise Senior Podcast" to educate and inform seniors on issues significant to aging
- Subject Matter Expert (Individual Health Insurance and Medicare supplemental policies) for The Aging Roadmap, a comprehensive educational program on aging for seniors in Southwest Michigan

Organization and Management

- Chosen as a member of the Lighthouse Group "The Way Forward Committee" to outline policies and procedures for returning to work after the COVID-19 pandemic
- Implemented, customized and introduced the use of a contact management software package to organize and track sales lead activity
- Developed and implemented a lead scoring system to identify highly qualified leads and reduce sales cycle time for leads
- Organized, planned and executed trade show displays with compressed, less costly setup times and enhanced post-show follow-up
- Initiated the development of a comprehensive sales training manual
- Implemented, planned, marketed and executed an investor seminar that facilitated the closing of close \$200,000 in new business.
- Supervised, trained and coached sales and field marketing staff

Robert J. Williams, continued

EMPLOYMENT HISTORY

06/2016 to Present	Account Executive/ Senior Producer, Individual Benefits	Lighthouse Insurance Group/Alera Group Kalamazoo, MI
04/2007 to 06/2016	Insurance Producer/Marketing Manager	Marvin Okun Agency, Inc. Kalamazoo, MI
09/2006 to 02/2007	Sales Representative	Mark VII Equipment, Inc. Arvada, CO
12/ 2000 to 09/2006	Vice President, Sales and Marketing	Royal Equipment and Supply, Inc. Kalamazoo, MI

EDUCATION

WESTERN MICHIGAN UNIVERSITY, Kalamazoo, MI
Bachelor of Business Administration in Marketing

NORTHWOOD UNIVERSITY, Midland, MI
Associate of Arts in Advertising

NATIONAL ALLIANCE FOR INSURANCE EDUCATION AND RESEARCH
Certified Insurance Counselor (CIC)

LICENSES AND CERTIFICATIONS

Michigan Resident Producer for Life, Health, Accident, Property and Casualty Insurance

Ohio Non-Resident Producer for Life Health and Accident Insurance

Certified to sell Medicare Supplements, Medicare Advantage Plans and Medicare Part D plans from multiple carriers

Certified to sell individual health insurance on the Health Insurance Marketplace (Healthcare.gov) since 2010

VOLUNTEER ACTIVITIES

Southwest Michigan Association of Health Underwriters, President (2018-2019), (2021-2022), Media Chair (2017-2020), President Elect (2017-2018), (2020-2021)

National Association of Health Underwriters, Individual Market Working Group (2020)

Kalamazoo Rotary, Director and Projects Chair (2020-2023)

Battle Creek Association of Home Builders, Associate of the Year (2009), (2012)

Greater Kalamazoo Association of Home Builders, Board of Directors (2018-2021), Membership Committee (2008 to 2012, 2017 to 2020), Home Expo Committee Chair (2015 to 2020), Associate of the Year (2017)

ESTHER POWERS

1657 Red Fox Run SW, Lilburn, Ga 30047 • 619-313-3263 • esther.z.powers@gmail.com

www.linkedin.com/in/esther-powers-24025aa6

Professional Summary

Creative and engaging Account Manager with 10 years of dynamic and diverse management experience. Accomplished in demonstrating essential business acumen and focus through budgetary and deadline adherence, innovative sales techniques and concept solutions. Visionary leader adept in aligning organizational business goals with quality work to achieve consistent success. Thank you for your time and consideration.

Skills

- 5 years of Recruitment/ Instructional Material Creation/Training
- 7 years of Internal/External full cycle strategic client acquisition and retention
- 8 years full cycle B2B Prospecting and Presentations
- 10+ years of leveraging complex and extensive horizontal networks
- 10+ years of cultivating and retaining client accounts both captive and independently
- 12+ years of Solution Based Sales Leadership
- 12+ years Brand Relations Representation
- Proficient in Database management, Microsoft 365, Excel, PowerPoint, Word, Outlook

Work History

Agency Development Manager, 06/2018 to Current

Colonial Life & Accident Insurance Company – Atlanta, GA

- Interviewed, supervised, and coached employees on sales strategies to optimize performance; developed both internal/ external employee training workshops supported by self-generated instructional materials/content
- Monitored sales team's performance by evaluating sales analytics, and reported information to area managers accordingly through coordination of staff meetings to discuss developmental strategy
- Collaborated with internal teams and prospective clients to evaluate costs against benefits budget expectations, and set structures to achieve consumer budgetary goals
- Achieved sales goals of \$235k and service consumers by leveraging interpersonal communication, careful research of competitor products, consumer expectation trends, and creating relative proposals/bids for client acquisition

Sales Account Manager, 11/2016 to 05/2018

Ideal Concepts – Nationwide, United States Of America

- Managed an economically diverse account base, exceeding 150 clients nationwide regarding on/off exchange major medical health and ancillary plan options
- Educate consumer base on intrinsic health law policy/procedures for U.S. and Non U.S. citizens
- Top producer with an 85% close rate, ranked in top 20 producers for accounts management out of a specified pool of 65 agents
- Independently maintain broker relationship with 125% cross-sell percentage with 45 major health and ancillary insurers nationally by maintain licensing and various certified education requirements in 17 U.S. States

Divisional Insurance Recruiter, 05/2014 to 09/2016

SLS - Stewart Division – South East Territory, United States

- Hunted through candidacy pool exceeding 500 prospects daily to capture qualified candidates in South East territory base; totaling 15 states with over 300 cities of accountability
- Utilized effective recruitment efforts including job boards (*Ziprecruiter, Indeed, Glassdoor, LinkedIn*), direct sourcing, industry networking, internal ATS database, employee referrals, securing minimally 20 qualified contractors weekly with 73% field day transition
- Designed prospect sourcing campaigns through medians such as *Constant Contact* alongside external partners to attract tenured and passive industry professionals with a 20% concentration increase
- Prospected candidates, reviewed resumes, phone screened, cold called, conducted initial interviews, submitted profile summaries to division management, resulting in new agent revenue exceeding 160k annualized premium

Sr. Benefits Coordinator/ Interim Regional Trainer, 01/2010 to 05/2014

PFP – Greater Atlanta Area, Georgia

- Offsite liaison and informative lead presenter to employee departments of: *Fulton County, City of Atlanta, Grady Health System, and Coca-Cola* pertaining to employee current, and retired benefits structure options
- Created instructional material to train employees on internal/external CRM programs use, process functionality, sales techniques and strategies relative to company obligation per affiliates demands
- Responsibly manage and aggregate regional employment group full cycle offsite visits, securing minimally 10 revolving new offsite opportunities monthly resulting in a 47% revenue growth for subscriber base for: *Credit Union of Atlanta; Grady Healthcare System, Coca-Cola FCU*
- Strategically cultivated relationships with corporate vendor's, key stake holders, and gate keepers to promote internal product usage; while building horizontal relationships currently producing productivity

Education

Bachelor of Arts: Business Management Concentration Administration, 2010

University of Phoenix - Atlanta

GPA: 3.3

E: Insurance Offering

Nexben ICHRA: The Premier Insurance Marketplace

Nexben is licensed to work with any carrier in all fifty states. We are the leading provider of ICHRA benefit plans and can partner with you to analyze your existing coverage, help you determine the best cost-saving alternative strategies and plans, and assist you in the development of your goals. We can do this quickly and seamlessly as we have developed the first-ever cloud-based solution that connects the entire industry nationwide. Our powerful technology platform and streamlined premium payment feature set Nexben apart from other ICHRA providers. Plus, our platform is dynamic; we continually add new carriers and products to provide the most robust marketplace..

We are *the only* company that offers a robust ICHRA marketplace solution using pre-tax dollars.

Our centralized database and streamlined solution:

- Contains more than a million distinct products
- Quickly and seamlessly generates multi-carrier and exchange quotes including products from medical, dental, and vision providers, plus HSAs and HRAs
- Can result in as much as a 75% reduction in the time normally spent generating quotes
- Gives employers the power to rein in costs and gives employees true freedom of choice:
 - Employers are armed to select a comprehensive benefit package that is right for employees and fits the bottom line.
 - Employees are empowered to shop the open market for individual insurance coverage that best suits their needs.

Nexben's ICHRA is intelligently designed to simplify the entire experience – from shopping to managing and everything in between.

1. ADOPT - Employers work with their Nexben broker to determine their employee needs and contribution strategy, run side-by-side plan comparisons on our platform, and adopt the benefit package best suited for their employees:

- a) View side-by-side plan comparison for benefit plan selection.
- b) Upload employee census in industry standard format.
- c) Establish employer contribution amount.
- d) Approve and electronically sign a single plan document.

2. ENROLL - Employees access a consumer friendly, personalized, benefit portal to shop and compare all available individual plans, then select, and then enroll.

- a) Shop all plans in one “store” using step-by-step instructions to guide in finding the right coverage.
- b) Access to expert advice and support.
- c) Easy eSignature protocol to complete the online enrollment.
- d) No receipts or reimbursement form submission required.

Nexben ICHRA: The Premier Insurance Marketplace (cont.)

3. MANAGE - Employers and employees manage the benefit package through a single interactive portal. Employers receive one bill to pay for all employee policies.

- a) Easy access to plan documents and summary plan documents.
- b) Real-time updates to ensure monthly premiums are paid on time and correctly.
- c) Automated premium billing feature facilitates payments, eliminating the cumbersome reimbursement process.
- d) One monthly consolidated bill for all employee policies; Nexben enables automated premium payments to each carrier based on each employee's individual coverage selection.

With Nexben's ICHRA solution, companies of all sizes can simplify the process of offering and managing health insurance benefits.

Ancillary Product Offerings

While we already offer several brand-name, national, ancillary carriers on our platform, we are very open to discussing any ancillary carriers our customers wish to enroll and bill. We continuously strive to expand our offering; and our Development Team is willing and able to make this happen provided these carriers are willing to partner with us and meet our automation requirements. These arrangements are beneficial to both our customers and us as we strive to expand our ancillary offerings.

Ancillary products we offer through our brokers include:

- Dental
- Vision
- Worksite Accident
- Accidental Death & Dismemberment
- Critical Illness
- Term Life Insurance
- Short-Term and Long-Term Disability Income
- Travelers Insurance
- Legal Assistance
- Gap Insurance

F: Capabilities & Services

Our End-to-End Benefits & Technology Platform

Nexben is licensed to work with any carrier in all 50 states. We provide a modern, digital, benefits platform for brokers, employers, and employees by delivering the first-ever cloud-based solution that connects the entire industry nationwide. With Nexben, there is nothing to download or install. Our streamlined, end-to-end solution and powerful technology enable us to unite the entire distribution channel in one platform - from national insurers and independent brokers to small businesses to individuals and their dependents.

Our platform quickly and seamlessly generates multi-carrier and exchange quotes. This includes products from medical, dental, and vision providers, plus HSAs, HRAs, and ICHRAs. Our streamlined solution can significantly reduce the time normally spent generating quotes.

We simplify the complex health insurance world by taking a data-centric approach. Carriers, brokers, employers, and employees can interact easily and effortlessly in real-time and all from a single marketplace. Whatever the need - we designed our platform to help the shopper (administrator, employer, employee) to navigate a myriad of types and combinations of insurance offerings.

With Nexben, you shop for benefits the same way you shop for other products online:

- Search for the product.
- Read a straightforward description.
- Decide what fits best.
- Add it to your cart.

It is a straightforward process people execute daily.

What is more, our technology integrates the entire experience from quoting and proposing, to enrolling and managing, all the way to billing. It also streamlines payments and gives employers a consolidated bill for health insurance premiums, ancillary products, PSPM (per subscriber per month) fees.

The Nexben ICHRA Solution is Beneficial for All

Advantages to Offering an ICHRA for Employers:

- Reduces employer responsibility for health risks.
- Reduces employer administrative costs, tasks, and stress.
- Offers employer more budget control and predictability.
- Increases employee engagement and retention as they are empowered to choose what fits them and their families best. Everyone likes choices!
- Opens the door to the individual health insurance marketplace, eliminating the guesswork of which plans will meet the needs of all (or most) employees.
- Opens the door for part-time, seasonal, and temporary employees to have health benefits depending on your contribution strategy.
- Can eliminate the need for OPEB (Other Post-Employment Benefits) by shifting retirees to Medicare.

Advantages to Offering an ICHRA for Employees:

- Presents employees with more carrier coverage options and, therefore, offers them more freedom to choose coverage that best suits their needs.
- Provides tax advantages as the reimbursements do not count toward the employees' taxable wages.
- Provides coverage portability as employees can take the individual insurance coverage with them if they leave the company.
- Creates psychological benefits when employees see their employer taking care of them by offering funds to help pay for health insurance coverage.

Three Key Benefits of the Nexben ICHRA Solution:

1. SAVE MONEY

- **Controlled per employee costs: You determine the cost with your contribution strategy.** There are no surprise annual premium increases associated with traditional group plans because you strategically choose a contribution amount per employee class.
- **Reduced administration costs:** Most of our processes are automated and many of the functions associated with administering a traditional group plan become irrelevant or are no longer applicable when you choose Nexben's ICHRA solution.
- **Reduced Other Post-Retirement Benefits (OPEB) costs:** The requirement to show budgeted cash on hand to fund three years of retiree health insurance payment obligation ends with an ICHRA. Retirees can be shifted into Medicare programs with often better benefits. You need only retain a line item in your budget to pay for your annual contributions toward Medicare program participation.
- **Controlled health risk costs:** You are no longer responsible for your employees' health spend.

Key Benefits of the Nexben ICHRA Solution

Two companies that saved money by switching from group plans to Nexben's ICHRA solution:

- A national freight transportation company faced a 30% renewal increase on its fully insured plan for the consecutive year. The company was out of options it could afford. Nexben showed the freight company that, through our ICHRA solution, it could reduce its overall annual premium costs by more than \$200,000 (a 27.9% reduction). The company chose Nexben, saved the money, and passed a percentage of the savings on to its employees.
- A residential property management company was searching for a solution to help keep the price of offering employee benefits down while also providing its employees with more plan options. By choosing Nexben's ICHRA solution, the company saved \$849K (a 54.1% reduction) in overall annual premium costs. Employees saved an overall average of \$2.7K per year and the employer saved an overall average \$5.6K per covered employee.

2. SPEND LESS TIME AND EFFORT ON ADMINISTRATION

On our platform, carriers, insurance brokers, employers, and employees easily and seamlessly interact in real-time:

- Your broker can quickly generate multi-carrier quotes and proposals for your review.
- You will compare all the available health plans, then select a complete benefits package that satisfies both your employees and your bottom line.
- Your employees can independently shop, compare, and select from all available plans.
- You will approve carrier payments with a click of a with our uniquely automated premium billing feature that generates premium payments to each insurance carrier based on the employee's individual policy selection.

Employers offering an ICHRA to their employees see a drastic reduction in the stress, effort, and cost of managing employee benefits and handling claims and reimbursements. The Nexben ICHRA solution simplifies your administrators' processes. Administrators can view, pay, and track monthly premiums all within the Nexben dashboard. There are no receipts to collect, forms to complete, or reimbursement forms to fill out, review, and approve.

3. OFFER MORE EMPLOYEE CHOICES WITH GREATER FLEXIBILITY

How Nexben's platform works from an employee's perspective:

- Employees access a consumer-friendly, personalized, benefits portal to shop and compare all available individual health plans.
- Employees select a plan and complete the online process using an eSignature protocol.
- Employer contributions are applied to the monthly insurance premiums of the plan selected by the employee.

Key Benefits of the Nexben ICHRA Solution (cont.)

- Any remaining premium balance due may be paid via pre-tax payroll deduction with no reimbursement submission required.
- Employees have more freedom to choose individual coverage that better suits their needs because they have more carrier coverage options.
- Employees receive tax advantages as the reimbursements do not count toward taxable wages.
- Employees can take the individual insurance coverage with them if they leave the company.
- Retirees have an alternative to traditional group health plan coverage as well as access to HRA benefits.

Like other group health plans, employee contributions may be payroll deducted on a pre-tax basis. However, unlike a traditional group health plan, where you select a carrier and a few plans to offer your group, an ICHRA opens the door to individual plan choice. With Nexben's ICHRA marketplace, you contribute a pre-tax allowance that the employee uses to help pay for individual health insurance coverage they select. Employees can easily shop, compare, and choose from all available individual health plans inside the simple, secure, Nexben insurance marketplace.

Our ICHRA process is straightforward and intuitive.

- We provide the functionality for you to upload your employee census to the system.
- The system produces an automated invitation email and link.
- Once an invitee clicks on the link and creates a login, they can shop, compare, and select any individual plan available in their rating area.
- Our platform filters and narrows down the coverage options so the user can easily uncover the desired insurance plans. Filtering options include the deductible amount, out-of-pocket expenses, HAS, carrier, and more.

The Nexben ICHRA solution gives all employees the opportunity to uncover the most appropriate plans for their unique situations instead of a choice between one or two middle-of-the-road plans that meet average group needs.

The Bottom Line

As the cost of offering benefits continues to rise, employers are looking for solutions that fit their budgets while helping their employees. Part of that cost is the process brokers and agents have had to undertake, sifting through all the available plans on paper, creating spreadsheets, and then taking time to explain it all to their clients. Now, Nexben gives the brokers, carriers, employers, and employees a way to interact in real-time, on one platform, making the entire experience quicker, easier, and more cost-effective.

Nexben's Additional Service Offering

In addition to our powerful technology platform that connects the nation's health insurance marketplace, we can provide the following services:

- Benefits Consulting
- Administration Support
- Medicare Education, Sales, and Enrollment Services
- Market Analysis
- General Agent Services
- Broker Consultation Services

G: Industry Resources & Activities

Nexben Knowledge and Experience

Nexben can boast to providing more than 60 years of experience in the insurance industry including three decades as the Managing General Agent of the nation's 10th largest carrier. Our book of business consists of more than 12,000 businesses, associations, and municipalities. We are the leading provider of pre-tax ICHRA solutions.

Our customer group sizes range from one to thousands, and we serve many municipal clients as well as the Small Business Association of Michigan. Our technology platform runs the State of Colorado's Individual Public Exchange for healthcare. There are currently approximately 179,000 individuals enrolled in the exchange through multiple carriers.

Nexben's Customer Care Team director, manager, and team members have many years of experience and knowledge. They have guided our customers through all aspects of onboarding, training, and on-going technological support with white glove service and attention.

Association Memberships

[AMA of West Michigan](#): American Marketing Association is an organization made up of members that strive to inspire dialogue, inclusion, passion, and creativity.

[ATD](#): Association for Talent Development empowers professionals to develop talent in the workplace.

[MAIA](#): Michigan Association of Insurance Agents

[MSAE](#): Michigan Society of Association Executives is a not-for-profit membership organization that serves similar organizations in a variety of managerial and staff-specific roles.

[NAHU](#): National Association of Health Underwriters advocates, at a national level, for our members and their clients, provides professional development and delivers resources to promote excellence.

➤ [MAHU](#): Michigan Association of Health Underwriters is focused on improving the healthcare system in Michigan.

- [NMAHU](#): Northern Michigan Association of Health Underwriters provides Northern Michigan residents with a preeminent organization for health insurance and employee benefit professionals for their health and well-being.
- [SMAHU](#): Southwest Michigan Association of Health Underwriters helps members obtain insurance for clients who are struggling to balance their desire to purchase high-quality and comprehensive benefits with the reality of rapidly escalating medical costs.
- [WMAHU](#): West Michigan Association of Health Underwriters improves members ability to meet the health and financial needs for the well-being of West Michigan residents through education, advocacy, charitable contributions, and professional development.

[OHLA](#): Ohio Hotel Lodging Association - we are leveraging this association to promote Nexben to their members.

[PMI of West Michigan](#): Project Management Institute of West Michigan is the world's leading association for those who consider project program or portfolio management their profession.

[SBAM](#): Small Business Association of Michigan is the only statewide and state-based association that focuses solely on the needs of Michigan's small business community.

[SHRM](#): Society of Human Resource Management empowers people and workplaces by advancing HR practices and by maximizing human potential.

In addition:

[Medical Alley](#): Membership provides a unique connection to the global community of leaders that is powering the evolution of healthcare

H: Customer Service Commitment

Our Goal is 100% Customer Satisfaction

We pride ourselves on delivering exceptional customer care and support; and we guarantee your satisfaction with all Nexben personnel assigned to your account. Our Customer Care Team has many years of experience collaborating with people at all levels.

We provide our associates with perpetual coaching and training to maintain our high standard of customer service. Each staff member assigned to your account offers an extensive breadth of insurance knowledge. Each will provide the absolute best customer care experience to deliver a smooth roadmap for transitioning to our platform, the rollout process, and the continued support that follows.

Nexben's Customer Care Team is available for you, your employees, administrators, and anyone else in your organization who needs access to the platform. The team is available from 7:00 a.m. to 7:00 p.m. CST via phone or email to answer all questions, including technology questions, and to assist with navigating through the process of choosing, changing, and renewing coverage, if needed.

As previously stated, we have a remote work environment with approximately 130 employees dispersed across all regions of the country to ensure we can provide local service to every single state. However, we meet *in person* with our clients as often as necessary or required for any reason deemed, by either our clients or us, as crucial to achieving our clients' goals and serving them in the best way possible.

Further, we take a proactive approach in keeping our customers informed and up to date regarding compliance and regulatory changes by using several strategies including:

- Direct communication between your account manager and your Nexben Customer Care Team.
- Monthly and ad hoc newsletters addressing industry, platform, product, and regulatory changes.
- Articles and blogs distributed directly to our customers and posted on our website.
- On-demand and live training on relevant topics.

I: Renewals & Implementation Process

Annual Renewal and Process Evaluation

With the Nexben ICHRA solution, you define the contribution amount each year. At renewal time, an automated e-mail is sent to your employees letting them know they can do nothing to be automatically renewed in the plan they chose at initial enrollment, or they may login to shop, compare, and choose a new plan for the next year. Nexben's platform makes it effortless to assess potential cost-savings or differentiation in coverage. Different combinations of carrier products, plan types, and pre-tax contribution strategies can be easily evaluated to make data-driven decisions and uncover the most comprehensive benefits package.

By choosing the Nexben ICHRA solution, you will see a drastic reduction in administrative stress, efforts, and costs. Most of our processes are automated and many of the functions associated with administrating a group plan become irrelevant and are no longer applicable. Nexben's ICHRA is intelligently designed to simplify the entire experience – from shopping to managing and everything in between.

Nexben provides a single platform where carriers, insurance brokers, employers, and employees easily and seamlessly interact in real-time. With Nexben's platform:

- Your broker can quickly generate multi-carrier quotes and proposals for your review.
- You will compare all the available health plans, then select a complete benefits package that satisfies both your employees and your bottom line.
- You will upload your employee census and establish your contribution amount.
- Your employees can independently shop, compare, select, and enroll in all available coverage options in their area.
- You will approve carrier payments with a click of a button because Nexben provides a uniquely automated premium billing feature that facilitates premium payments to each insurance carrier based on the employee's individual policy selection.
- Unlike other insurance solutions, there are no reimbursement forms to fill out or submit. The only requirement is a bank account from which Nexben can pay the premium via an ACH pull.
- You will receive a monthly payment reminder email and then an email receipt once the bank has released the payment from the account.

We provide all training materials, enrollment and renewal notices, and technology support. Your broker will meet with you annually, or as often as you deem necessary, to help you understand how well your plan is working and discuss with you any changes you wish to make such as your contribution amount.

Implementation and Training Overview

Getting Started

Your Nexben account manager and Customer Care Team will be your first line of support. Initial steps include an introductory period where your account manager will work with you to establish goals and timelines including establishing an orientation phase. Together you will refine a rollout approach appropriate to your context and timelines and provide learning opportunities for internal leads and key stakeholders to learn about the Nexben platform and the ICHRA solution. The Nexben Customer Care Team will then assist with an onboarding process, including helping you with the contribution strategy, and setting up your benefit plan on the platform. Materials designed for those eligible for benefits will be provided. Once these steps are complete, your account manager and Customer Care Team remain available to assist as needed.

Initial Onboarding Support

An initial call or video meeting will be scheduled with your account manager and Customer Care Team to discuss the onboarding roadmap. This will include timelines, enrollment and implementation, contribution strategies, platform navigation, marketing strategy, and on-going support details. Instructions will be provided during the initial call that will enable you to complete an online sign up and create a secure benefit administrator user account. From there you will enter your organization's information, which will include completing and uploading the employee census. This step is simple and easy and can be done by your benefits administrator along with your Customer Care Team, if desired.

Your Nexben support team may be onsite or will be able to connect via remote video and phone to ensure everything proceeds smoothly. Our technology system allows any Nexben associate assisting you to see exactly where a person is in the system and be your guide through the entire process. Our highly trained representatives have a wealth of experience in employee benefits and in our technology to provide support at all levels.

Enrollment Coordination

Once broker proposals are accepted, contribution strategies finalized, and you have decided on a date to go live with the Nexben ICHRA solution, the next step is to invite employees to enroll on the Nexben platform. During this phase, your administrator will upload the employee census to the platform and that information will be used to populate the employee directory on the platform. Then, all the employees you have deemed eligible will receive an email prompting them to set up their own personal account, which will give them direct access to their

Implementation and Training Overview (cont.)

Enrollment Coordination (cont.)

personalized benefits portal. Then, we will schedule onboarding sessions with administrators and employees to align everyone to the enrollment process and prepare them for the renewal process. Employees will immediately have direct access to their personalized benefit portal where they will shop, compare, and select individual coverage options that best meet their needs

Employees may select from any individual plan offered in their rating area. The step-by-step instructions on the platform make the process easy and seamless to navigate, even for first-time users. An employee may select an individual health insurance policy that costs more than the monthly contribution allowance defined. The premium amount over the contribution (the “remainder”) is the employee’s responsibility. Pre-tax payment of this remainder may be allowed through a cafeteria plan, or arrangements can be made with the employee to pay for the balance on an after-tax basis (e.g., through after-tax payroll deduction), making it work as a traditional group plan.

Once employees have selected their plans, they will use the eSignature protocol to complete their online enrollment process. All required carrier documents are populated automatically, retained in the employee’s account, and then sent to the appropriate carrier on their behalf. The administrator and Nexben will have visibility to support and assist an employee at any time to complete the enrollment. An enrollment dashboard is available on the platform, allowing your benefits administrator the ability to track the status of where each employee is in the enrollment process (Not Started, In Progress, or Completed).

Platform Enrollment Highlights

- Automated EDI/834 file feed enrollment with select carrier partners.
- Ability to automate enrollment with other medical and/or ancillary carriers upon request.
- Paper enrollment capabilities for carriers with which Nexben is not integrated.
- E-Sign enabled enrollment.
- Real-time notifications.
- Consolidated list bill report for pre-tax payroll deductions.

J: Administration Services

Administration Benefits with Nexben's Platform

As previously stated, Nexben has many years of experience as a Managing General Agent. Licensed and appointed with carriers across the nation, we are the leading provider of ICHRA benefit plans. We will partner with you to analyze your existing coverage, help you determine the best cost-saving alternative strategies and plans, and assist you in the development of your goals. Our powerful technology platform can easily provide any statistics on your plan offering - including utilization and performance, specific plan data, trends, and changing patterns.

Benefit administration functionality on our platform includes:

- Multi-payment processing.
- Consolidated billing and reporting.
- Affordable Care Act (ACA) reporting (*While we currently do not file for the employer, we do provide the reporting and the required information to file forms 1094C and 1095C*).
- Qualifying life event monitoring and notifications.
- Run any combination of carriers, products, plan types, and budget scenarios, easily compare and make real-time changes.
- Plan selection and enrollment progress status dashboard and tracking.
- Employee portal connection status.
- Add/Terminate/Update employee enrollment.
- Upload documents and share employee messages.
- Resource guides, training tutorials, and videos.
- View plan selections and employee demographic information.

In small group scenarios, reporting generally needs a third-part administrator. While we are not prevented from working with any carrier or third-party administrator, in the Nexben ICHRA scenario, the platform provides data and summary reports that can feed into other systems, like a payroll system. So, you no longer need to maintain the effort and costs associated with operating a large or small group plan as individual employees have individual policies.

The ICHRA solution operates on the front end like a small group with a contribution strategy and allows fixed contribution amounts to be defined by tier. The back end operates more like an open market, with employees choosing among carriers and plans to spend the contribution dollars on the offered individual health coverage.

When you choose the Nexben ICRHA solution, many services you need help administering when you have a group plan are no longer relevant; and some services you need help with are already automated in our system. In any case, we have the knowledge and experience to advise and assist you in any endeavor you wish to undertake in making your benefits offering advantageous to both you as an employer and your employees. And we are always willing to discuss new partners for ancillary products and/or services we may not currently offer.

K: Resources & Tools for Benchmarking

Analysis and Reporting

- Nexben is well-equipped to partner with you to analyze your existing coverage, help you determine the best cost-saving alternative strategies and plans, and assist you in the development of your goals.
- Our powerful technology platform can easily provide any statistics on your plan offering including utilization and performance, specific plan data, trends, changing patterns, and ACA reporting. We can also provide market analyses and industry benchmarking.
- As previously stated, most of our systems are automated and can provide data and summary reports that feed into other systems, like a payroll system. You will no longer need to maintain the effort and costs associated with operating a large group plan as your employees will have individual policies
- We have in-house, national experts who can offer legal, regulatory, and compliance counsel to enable both our customers and us to remain informed and compliant with all industry standards.
- We also have a strategic partnership with the firm that authored the new policy that allows HRA use for reimbursement of individual medical insurance premiums. Our partnership with this firm keeps our organization informed on legal and policy changes, legal interpretations, new case law, or other compliance advisories. This helps us keep customers using our platform to remain informed and compliant.

L: Wellness Programs

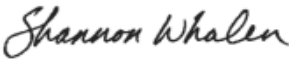
Wellness Program

Through our ICHRA solution, Nexben can offer any wellbeing ancillary programs available in your state. Some of the plans your employees will choose from in the insurance marketplace will include these programs. We can discuss how you would like to approach the inclusion of wellness programs, or incentivize wellness, though your contribution strategy will assist in addressing the use of wellness programs to reduce claims by making contribution a fixed cost. We have an Employee Assistance Program (EAP) that can be contracted with as well.

M: Licenses

JOHN M KELLY
401 N 3RD STREET
SUITE 310
MINNEAPOLIS MN 55401

License No: 739670		State Of Illinois Insurance License JOHN M KELLY		NPN: 739670
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	12/17/2020 12/17/2020	12/17/2020	12/31/2022

License No: 739670	State Of Illinois Insurance License JOHN M KELLY		NPN: 739670	
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	12/17/2020 12/17/2020	12/17/2020	12/31/2022
This insurance license shall remain in effect until the expiration date unless suspended, revoked or denied. If required, the licensee must complete continuing education, renew the license and pay all applicable renewal fees as required by Illinois administrative code prior to the expiration date.				
For questions regarding a license, contact the Illinois Department of Insurance at DOI.licensing@illinois.gov			 Shannon Whalen Acting Director Illinois Dept. of Insurance	

TAMMY K DEUR
5900 HOOGSTRAAT RD
CONKLIN MI 49403-9319

License No: 8289559		State Of Illinois Insurance License TAMMY K DEUR		NPN: 8289559
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	03/26/2020 03/26/2020	05/01/2022	04/30/2024

License No: 8289559		State Of Illinois Insurance License TAMMY K DEUR		NPN: 8289559
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	03/26/2020 03/26/2020	05/01/2022	04/30/2024
<p>This insurance license shall remain in effect until the expiration date unless suspended, revoked or denied. If required, the licensee must complete continuing education, renew the license and pay all applicable renewal fees as required by Illinois administrative code prior to the expiration date.</p> <p style="text-align: right;"><i>Dana Popish-Severinghaus</i></p> <p style="text-align: right;">Dana Popish-Severinghaus Acting Director Illinois Dept. of Insurance</p>				
For questions regarding a license, contact the Illinois Department of Insurance at DOI.licensing@illinois.gov				

LISA M MARZOLINO
7208 NANTUCKET DR
BYRON CENTER MI 49315

License No: 17713712		State Of Illinois Insurance License LISA M MARZOLINO		NPN: 17713712
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	09/02/2020 09/02/2020	05/01/2022	04/30/2024

License No: 17713712		State Of Illinois Insurance License LISA M MARZOLINO		NPN: 17713712
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	09/02/2020 09/02/2020	05/01/2022	04/30/2024

This insurance license shall remain in effect until the expiration date unless suspended, revoked or denied. If required, the licensee must complete continuing education, renew the license and pay all applicable renewal fees as required by Illinois administrative code prior to the expiration date.

Dana Popish-Severinghaus
Dana Popish-Severinghaus
Acting Director Illinois Dept. of Insurance

For questions regarding a license, contact the Illinois Department of Insurance at DOI.licensing@illinois.gov

ROBERT JAMES WILLIAMS
527 S ROSE ST
KALAMAZOO MI 49007-5243

State Of Illinois
Insurance License NPN: 9541557
ROBERT JAMES WILLIAMS

This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:

LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	09/20/2021 09/20/2021	09/20/2021	06/30/2023

State Of Illinois
Insurance License NPN: 9541557
ROBERT JAMES WILLIAMS

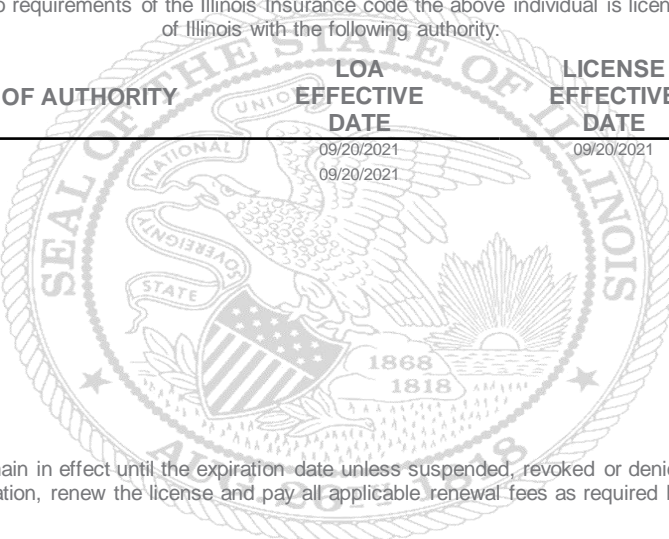
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:

LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Health Life	09/20/2021 09/20/2021	09/20/2021	06/30/2023

This insurance license shall remain in effect until the expiration date unless suspended, revoked or denied. If required, the licensee must complete continuing education, renew the license and pay all applicable renewal fees as required by Illinois administrative code prior to the expiration date.

Dana Popish-Severinghaus
Dana Popish-Severinghaus
Acting Director Illinois Dept. of Insurance

For questions regarding a license, contact the Illinois Department of Insurance at DOI.licensing@illinois.gov



ESTHER POWERS
 1657 RED FOX RUN SW
 LILBURN GA 30047-2461

License No: 15655972		State Of Illinois		NPN: 15655972	
		Insurance License			
		ESTHER POWERS			
		Doing Business As: Esther Zaire Howard			
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:					
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE	
Insurance Producer	Life	10/14/2019	05/01/2021	04/30/2023	
	Health	10/14/2019			

License No: 15655972		State Of Illinois		NPN: 15655972	
		Insurance License			
		ESTHER POWERS			
		Doing Business As: Esther Zaire Howard			
This is to certify that pursuant to requirements of the Illinois Insurance code the above individual is licensed to do business in the state of Illinois with the following authority:					
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE	
Insurance Producer	Life	10/14/2019	05/01/2021	04/30/2023	
	Health	10/14/2019			

This insurance license shall remain in effect until the expiration date unless suspended, revoked or denied. If required, the licensee must complete continuing education, renew the license and pay all applicable renewal fees as required by Illinois administrative code prior to the expiration date.

Dana Popish-Severinghaus

Dana Popish-Severinghaus
Acting Director Illinois Dept. of Insurance

For questions regarding a license, contact the Illinois Department of Insurance at DOI.licensing@illinois.gov

N: Evidence of Insurance Coverage



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI INSURANCE SERVICES LLC 41716289 8000 NORMAN CENTER DR STE 500 BLOOMINGTON MN 55437	CONTACT NAME:	
	PHONE (877) 853-2582 (A/C, No, Ext):	FAX (888) 443-6112 (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC#	
INSURED Nexben Inc. 150 S 5TH ST STE 1750 MINNEAPOLIS MN 55402-4200	INSURER A : Hartford Underwriters Insurance Company 30104	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR General Liability			41 SBA AE0XJP	10/08/2021	10/08/2022	EACH OCCURRENCE	\$2,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:									
X	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT						MED EXP (Any one person)	\$10,000	
								PERSONAL & ADV INJURY	\$2,000,000
								GENERAL AGGREGATE	\$4,000,000
								PRODUCTS - COM/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTO S HIRED AUTO S <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			41 SBA AE0XJP	10/08/2021	10/08/2022	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000	
							BODILY INJURY (Per person)		
							BODILY INJURY (Per accident)		
							PROPERTY DAMAGE (Per accident)		
A	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB			41 SBA AE0XJP	10/08/2021	10/08/2022	EACH OCCURRENCE	\$1,000,000	
							AGGREGATE	\$1,000,000	
DED RETENTION \$ 10,000									
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY Y/N PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N A							
CERTIFICATE HOLDER DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule 1 may be attached if more space is required) The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement Form SL 30-82							CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
							AUTHORIZED REPRESENTATIVE <i>Susan J. Castaneda</i>		

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O: References

Nexben References

- State of Colorado - 179,000 people enrolled; Multiple carriers
 - Individual Public Exchange
 - Contact: Brian Braun
 - Role: CFO, Connect for Colorado
 - Address: 4600 Ulster St., Suite 300, Denver, CO, 80237
 - Phone: 303.548.4637
 - Email: bbraun@c4cho.com
 - Website: <https://connectforhealthco.com>

- Blue Cross Blue Shield of Michigan (BCBSM) – 10th largest insurance carrier nationwide
 - General Agency Client
 - Contact: Amanda M. Bobrovetski
 - Role: Director, Small Group Sales & Service, MI Business
 - Phone: 313.912.6703
 - Email: Abobrovetski@bcbsm.com

- Small Business Association of Michigan – Many individuals; Multiple carriers
 - Billing Client
 - Contact: Scott Lyon
 - Role: Sr. Vice President
 - Address: 120 N. Washington Sq., Lansing, MI 48933
 - Phone: 517.492.1232
 - Email: scott.lyon@sbam.org

- City of Alpena - 103 enrolled; Carrier is Blue Cross Blue Shield of Michigan
 - BCBSM Client
 - Contact: Matt Waligora
 - Role: Mayor
 - Address: 250 W. Chisholm St., Alpena, MI
 - Phone: 989.887.2521
 - Email: mattwa@alpena.mi.us

P: Fee Statement & Cost Estimate

Brokerage Fee Statement

Nexben receives commission on the sales from the carriers whose plans the employees choose. Nexben collects no brokerage fee from our customers.

The only fee Nexben collects from our customers is a \$20 Per Subscriber Per Month (PSPM) fee.

This fee covers the following services:

- Data maintenance
- Financial transactions
- Marketplace provision
- Costs related to Security/Compliance
- Eligibility updates
- Census uploads
- Self-serve reporting
- Marketplace access
- Renewal notifications
- Guided renewals
- Plan/policy comparisons
- Automated documentation
- White labeled portals
- Payment setup with direct reconciliation to the carrier

Our customers benefit by having:

- No claims management
- No reimbursements management
- No document creation
- No stop-loss insurance
- Reduced renewal notifications or tasks
- Reduced tasks related to running a group plan

This is a fixed-cost solution based on the number of employees made eligible each month. The \$20 PSPM will not go up for the length of the first contract.

Estimated Cost Proposal Based on Information Available in the RFP

The table below is an example of what our cost proposal looks like. We need your company census and your contribution strategy to produce the actual cost of this plan.

Indicative Forecast [^]	# of employees	Estimated # of retirees ^{^^}	PSPM	Annual PSPM Cost	Employer Monthly Per Person Contribution Scenario ^{**}	Employer Annual Contribution at 100% participation	Estimated Total Cost of Ownership
2022	126	13	\$20	\$33,264	\$ -	\$ 87,415	\$120,679
2023	126	13	\$20	\$33,264	\$ -	\$ 87,415	\$120,679
2024	126	13	\$20	\$33,264	\$ -	\$ 87,415	\$120,679
2025	126	13	\$20	\$33,264	\$ -	\$ 87,415	\$120,679
2026	126	13	\$20	\$33,264	\$ -	\$ 87,415	\$120,679
5-year Total*			\$20	\$166,320	\$ -	\$437,077	\$603,397

**Totals would only change based on 1) # of employees or 2) retirees made eligible*

*** The employee contribution can be changed to whatever the employer desires or has negotiated; assumptions are in our illustrative proposal Excel sheet above*

****Note the stability of the fixed model – your contribution stays the same (unless adjusted for inflation, or is negotiated, etc. The rise is not necessarily based on the increased premium cost. We've used 2021 individual rates in Salt Lake County for this proposal.*

^This forecast does not include the possibility of shifting retirees to Medicare at 65, which would allow the dept to de-risk OPEB obligations to only the amount needed to fund Medicare premiums for one year

^^ Retiree costs would be around \$250 per month for Medicare premiums, and are not included in the total cost of ownership as this is not in scope of the RFP

Note that in most cases, employee uptake is around 55%.

- The numbers above assume 100% uptake to give the most conservative view.
- You will only be charged for the employees made eligible each month who elect to take the benefits.
- Total costs would include the organization's defined contribution amount.

Thank you.

nexben™

Prepared for: City of Highland, Illinois

Employee Benefits Request for Proposal

June 2022



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All information submitted by Brown & Brown in response to The City of Highland's Request for Proposal (RFP) is non-binding and for evaluation purposes only. The data provided herein provides a general overview of Brown & Brown products and services. Analytics, pricing, and program structure are preliminary based on information included in The City of Highland, IL RFP and is subject to adjustment or modification by Brown & Brown upon further review, consideration, and negotiation of the terms and conditions of a definitive final agreement.

The data and information contained in this RFP, including attachments, is privileged and confidential and may not be reproduced, published, or distributed to, or for, any third parties without the express prior written consent of Brown & Brown. It is intended only for the exclusive use of The City of Highland, IL.

Introduction

We are grateful for the opportunity to showcase our capabilities throughout this request for proposal response. Brown & Brown is uniquely qualified to handle The City of Highland's "The City" benefits brokerage and consulting needs. Our distinction lies in the extensive public entity experience and insurance expertise possessed by our staff. Our expertise, combined with a wide array of sophisticated tools and technologies, allows us to solve problems and deliver recommendations quickly and accurately.

In reviewing our response to this RFP, you will discover that we offer specific advantages in each outlined area. Our goal is to be much more than a transactional broker. We add value for our clients where most firms cannot and welcome the opportunity to help The City of Highland reach their employee benefits goals. We strive to exceed our client's service expectations and raise the bar for ourselves every year. We are confident that our historic performance with other clients will manifest into a similarly successful relationship with The City of Highland, Illinois. We look forward to the opportunity to demonstrate our innovative consulting capabilities.

Brown & Brown confirms that we can meet & exceeds the requirements of The City's RFP as outlined in sections IV. Minimum Qualifications, X. Assurances, and VI. Requirements of Broker. We have provided detail regarding the delivery of our consulting and brokerage services. As the 5th largest brokerage firm in the country, Brown & Brown can and will deliver all of the services needed to fulfil the requirements of this RFP.



Qualifications and Experience

Our Story

Brown & Brown Insurance was founded in 1939 as a two-partner firm and has risen to become one of the largest insurance brokerages in the world. Powered by a culture that values high performance and perseverance, Brown & Brown is arguably the most efficient operating platform in the insurance brokerage business. With a long-standing history of proven success, Brown & Brown continues to grow and thrive in the extremely competitive and constantly changing insurance industry.

Our History

Brown & Brown Insurance was founded in Daytona Beach, Florida, in 1939 by cousins J. Adrian Brown and Charles Covington Owen. In 1959, Adrian's son, Hyatt, took leadership of the family business. Under his direction, the Brown & Brown vision of a lean and customer-centric organization came into focus. Following a merger in 1993, the company became Poe & Brown, Inc. In 1998, Poe & Brown was changed back to Brown & Brown and became listed on the New York Stock Exchange (NYSE: BRO), joining the S&P 500 in 2021. The company has continued to thrive under Chief Executive Officer (CEO) J. Powell Brown, who became the third generation of the family to lead the organization in 2009. We consistently deliver high-quality solutions and services to a broad array of customers. Brown & Brown has become one of the insurance industry's most powerful and influential leaders.

In 2018, Brown & Brown purchased Hays Companies. Hays Companies is now a region within Brown & Brown and is doing business as Brown & Brown. You will find the Hays Companies name on some of our samples and exhibits.

Mission Statement

We are dedicated to making a positive difference in the lives of our customers by helping to protect what they value most.

Guiding Principles

We believe in doing what is best for our customers, communities, teammates, carrier partners and shareholders—always. The cornerstones of our organization's guiding principles are people, performance, service and innovation.

Our Culture

Brown & Brown's deeply rooted culture is built on integrity, innovation, superior capabilities, and discipline. Our culture is not built through "big company" messaging; it is created by those that put in the work and remain true to shared values and a commitment to always doing what is best for our customers and our communities.

Our St. Louis Office Information

Brown & Brown of St. Louis manages the employee benefits for several public entities including, The City of Florissant, St. Clair County IL, The City of Rolla, The City of Sullivan, The City of Brentwood (Ancillary Products) Kirkwood School District, Lindbergh School District, St. Charles County Library District.

Brown & Brown Insurance Contact Information

Joe Matteuzzi or Monica Terrazas

314.917.4640 or 636.590.4112

16091 Swingley Ridge Rd., Suite 160 Chesterfield MO 63017

www.bbrown.com



Qualifications and Experience

We strive to remove the “transactional” renewal experience and replace it with a perpetual evaluation process. The following describes the Brown & Brown’ and proposed service team methodology for helping The City to achieve established objectives and ultimately reach optimal health plan performance as we look to secure benefit programs which are structured to be cost effective, competitive and efficient to administer:

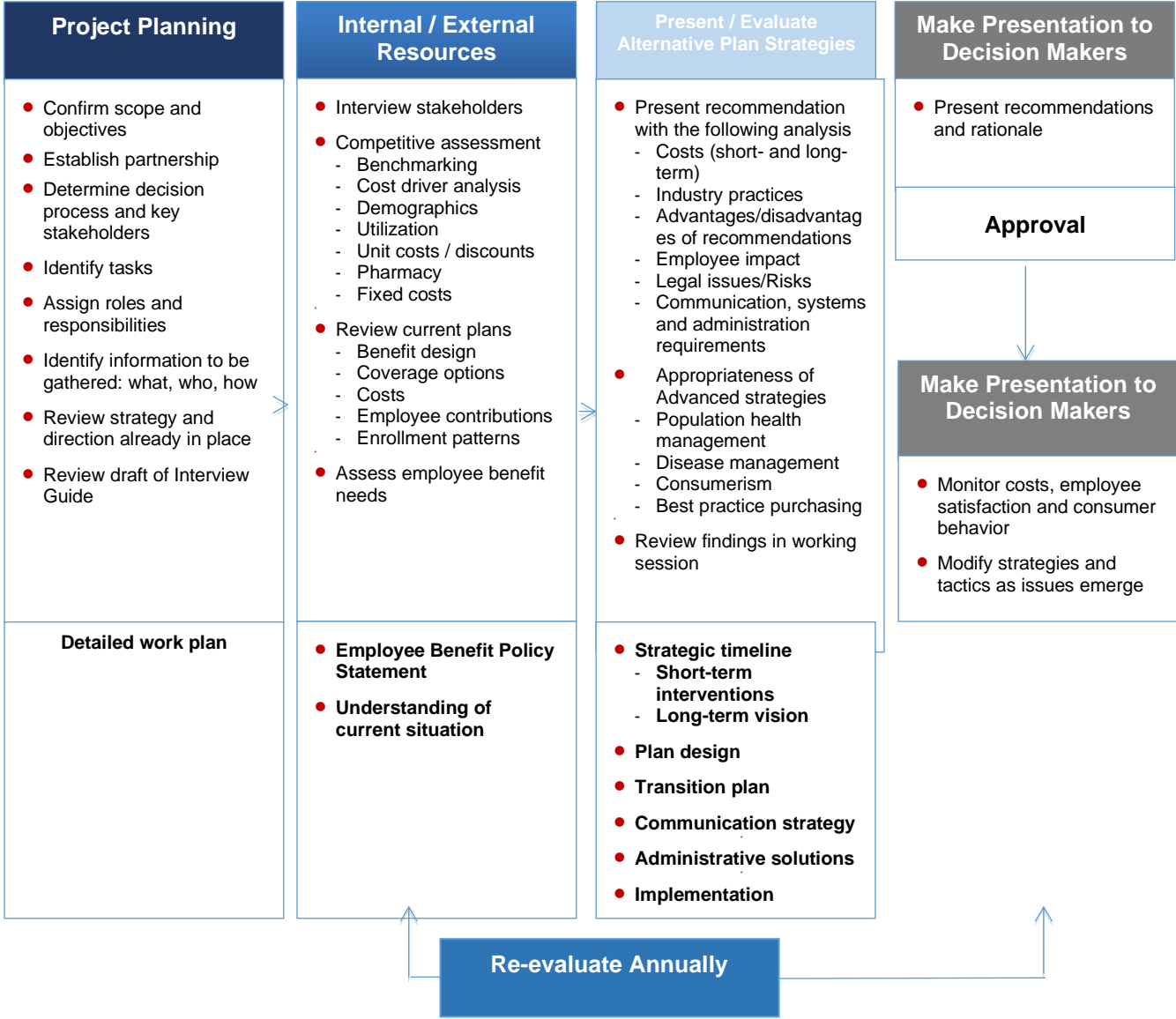
- **Objective Setting:** This is a detailed process to determine client philosophy and define goals to meet The City ’s financial and retention objectives.
- **Program Design:** We will utilize benchmarking data and our Health Plan Intelligence analysis to design a program that is competitive within your industry and meets The City ’s diverse associate needs while remaining cost effective.
- **Vendor Evaluation and Marketing:** Brown & Brown will internally underwrite and aggressively negotiate the appropriate renewal action with insurance carriers and when necessary, market the plan. A formal request for proposal will be delivered to qualified markets and a comprehensive market evaluation will be provided to assist The City in vendor selection.
- **Implementation, Communication and On-going Support:** Brown & Brown will work closely with The City ’s vendors to ensure timely implementation, provide associate communication materials and continued administrative support.
- **Data Analysis and Program Monitoring:** We continually monitor actual plan performance to determine if objectives are being met.

Every year, we will coordinate a strategy meeting with The City to learn about your goals and objectives and what you hope to achieve in the upcoming years. We will follow-up with additional meetings, coordinate vendor introductions and discussions, monitor vendor performance, negotiate renewal rates and assist in establishing employee contributions. We have great success in partnering with our clients to develop strategy and help them implement and update the plan. We believe that a three-year rolling strategy works well because of the continual risk of significant market and regulatory changes.



Qualifications and Experience

Strategic Consulting Work Plan

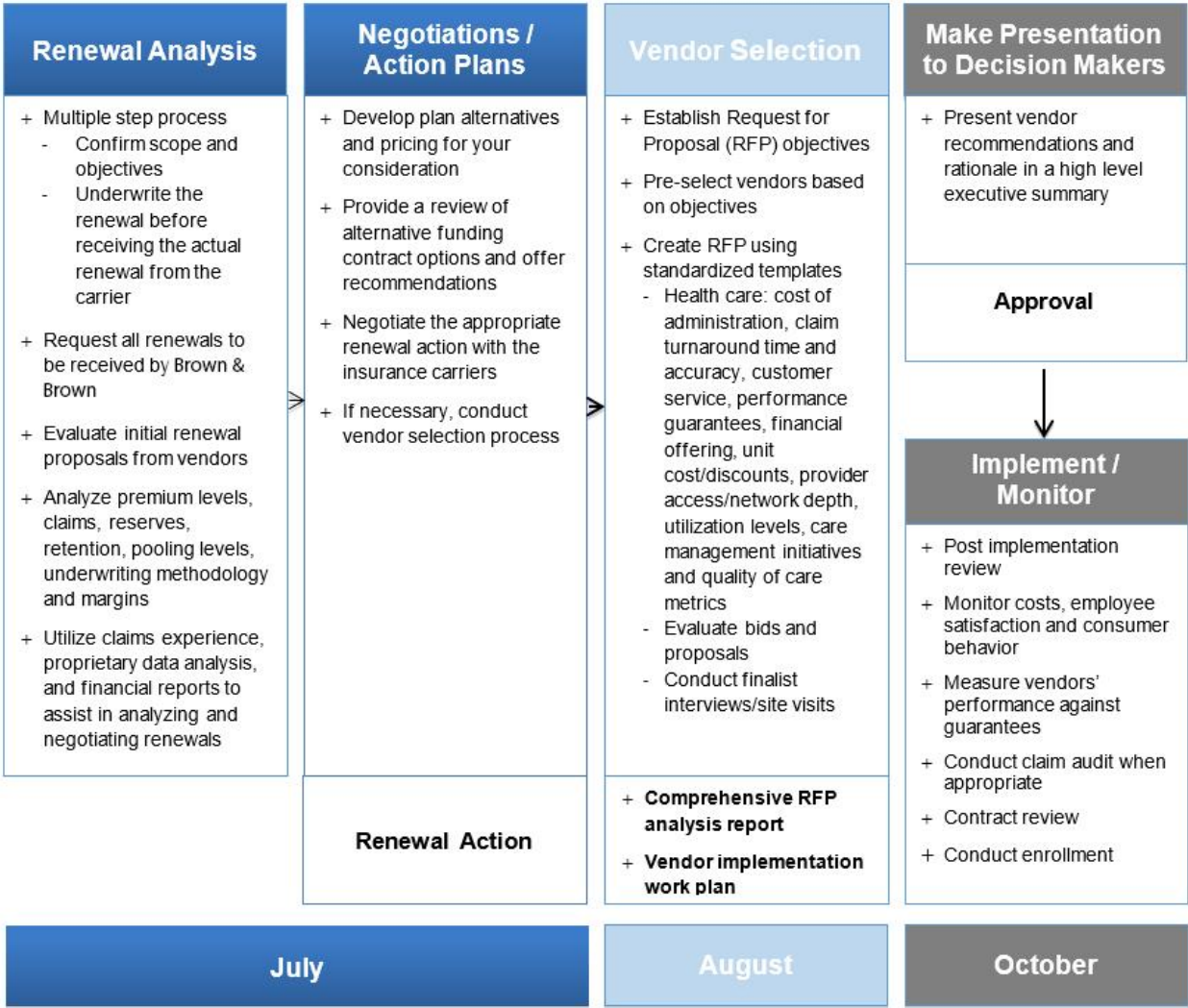


Renewal Management/Vendor Selection

Once the strategic direction is set and the benefit program is designed, we will help The City assess the vendor markets through a comprehensive Request for Proposal (RFP) process. RFP's are tailored to reflect the specific needs of The City. They are then distributed to vendor markets that are most capable of delivering in accord with the established and desired plan designs. We coordinate the finalist interview process, which allows you the opportunity to meet and select the ultimate vendor to support your program. In addition to the meticulous RFP process, we manage the renewal process by leveraging our professional expertise to find out what is behind the numbers – focusing on the methodology that carriers/vendors employ to generate the needed premium.

We believe in managing the renewal process, instead of the renewal process managing The City and us. To more effectively manage the renewal process, Brown & Brown has implemented several steps: 1) pre-renewal meeting – 6 months prior to your plan anniversary, 2) underwriting the renewal before receiving the actual renewal from the carrier, 3) starting the process early, and 4) using proprietary software tools to forecast trends and negotiate with carriers.

Renewal Analysis and Vendor Selection Sample Work Plan



Communication Resources

Our local communications team will develop communications pieces as part of our standard service offering. Our communications team will work with your team to identify the desired content and the most appropriate modes of communication and delivery methods. Our team can assist throughout the entire communication process including effective communications delivery. The focus of a strategic communication plan is usually centered on the following goals:

- Communicate year-round
- Employees understand how cost of care and cost of coverage interrelate
- Employees benefit from targeted communication
- Employees value the total benefit program

Using both print and online communication tools, we help you deliver the program message and reinforce the benefit program objectives. In general, the goal of our communication services is to generate the following advantages for The City of Highland:

- Improved costs by encouraging participants to make smart, informed choices
- Enhanced morale/productivity, particularly if The City must make benefit changes
- Decreased burden on HR/internal staff
- Lower risk of litigation
- Reduced production time

Knowing that the workforce consists of key generations of employees, we take a multi-generational approach to communication. We deploy communication to plan participants in various formats: print communication brochures, videos, and mobile applications, in addition to face-to-face meetings.



Communication Resources

We provide the following communication services as part of our standard service offering:

- Online communication
- Professional communication brochures, including all design and print services
- Open enrollment support/educational meetings
- Open enrollment/new hire educational videos
- Focused information and articles for benefit newsletters
- Total Reward and other supplemental employee benefit communications
- Benefit fair support
- Webinars and webinar support
- Seminars and seminar support
- Client Resource Portal

Communication Brochures and Benefits Guides

Brown & Brown will provide a custom benefits communication guidebook for use at open enrollment or during employee recruitment. The multi-page communication guide will be customized to match The City's logo and branding. The Guide will effectively outline your company's benefits program in a concise and colorful brochure. The communication brochure is also available in a digital flipbook format, click here to see a sample.



[Benefits Guide]



[Executive Summary]



Brainshark Videos

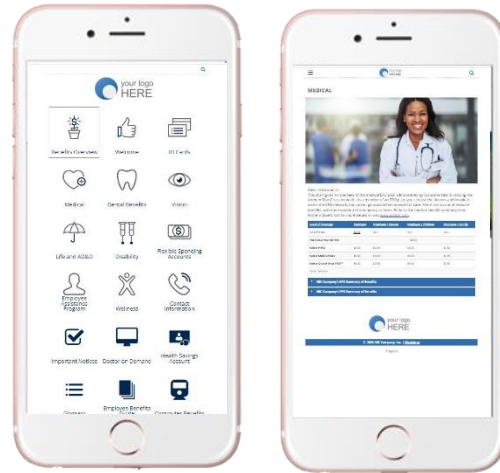
Through our Brainshark collaboration, we provide fast, engaging, and free eLearning and Benefit enrollment communications. With Brainshark, we can transform PowerPoints into customized videos that can include narration. These informative presentations help free up HR resources and reduce HR support calls during enrollment season.

Communication Resources

Mobile Apps

We build and maintain a comprehensive digital benefit guide that is completely customized and branded for your benefits program and needs. This digital benefit guide allows you and your employees to:

- Access and print generic ID cards with group information
- Download and print benefit related documents/forms
- Quickly find service contact information and online resources
- Review benefit plan design information
- Download company benefit guides, posters, flyers, contact cards and more
- Watch educational benefit videos
- Find online provider directories



Videos

Studies show that half of millennials surveyed did not have a complete understanding of all the benefits options their employer provides. Employers are challenged with reaching and communicating to employees and their families with a consistent message at the right time—without an easy way to measure success. Brown & Brown also offers its clients captivating and informative video communications for The City. Some of this technology incurs an additional cost to the core consulting fees included in the proposal. Videos can be a great resource to maintain a consistent voice across a remote workforce while providing communication on timely and relevant topics.

Benefit Enrollment/Open Enrollment Video Demo: <https://vimeo.com/mojosolo/hays-open-enrollment-videos>; password: “mojosolo”.

Benefits Announcements

We can develop postcards, flyers, payroll stuffers and articles to announce and explain current benefit offerings or promote open enrollment.

Monthly Newsletters

Keep your employees healthy, well and safe with our monthly Live Well, Work Well newsletter. Flyers are also available for targeting specific health conditions.

Compliance Resources

Brown & Brown's internal compliance department is led by four in-house attorneys. Our Corporate Compliance Department serves one purpose; monitor regulatory and legislative developments at both the State and Federal level and communicate those issues to each of our clients. Our team is dedicated to ensuring our clients are in the know when legislation and/or regulation changes occur. We recommend proactive solutions to best manage organizational risks. We deliver electronic regulatory updates, compliance seminars, customized compliance reviews, documented guidance, ERISA document review, wrap document preparation and compliance deliverables.



Scott Wold, J.D., Vice President, Regulatory and Legislative Strategy

With over 17 years of employee benefits experience, Scott Wold serves as the Vice President - Regulatory and Legislative Strategy in the Employee Benefits division of Brown & Brown. Scott is responsible for researching and analyzing appropriate industry responses and best practices to address key legislative and regulatory efforts. Scott supports the Brown & Brown team members and customers regarding matters pertaining to customer compliance with employee benefit laws such as the Affordable Care Act, ERISA, HIPAA and COBRA.

Prior to joining Brown & Brown, Scott worked as a lawyer in private practice. He was most recently a shareholder of the law firm of Hitesman & Wold, P.A., where he practiced exclusively in the employee benefits area since 2004.

Compliance and Legal Support

Brown & Brown recognizes that one of the most important aspects of working with clients is to provide timely and accurate information on topics that affect how employers and benefit plans operate. As brokers and consultants, our value to our clients depends on how well we can achieve this goal. This is increasingly important as the benefits' field continues to look for products and systems that can make plans more effective and efficient. The Brown & Brown Regulatory and Legislative Department, which includes five in-house ERISA attorneys, provides insight and information regarding the legislative and regulatory requirements for employee welfare benefits to its employees as well as the clients served by Brown & Brown.

The Regulatory and Legislative Department provides the following services:

- A review of the client's employee benefit plans utilizing Brown & Brown CoreCompliance, a proprietary application created by Brown & Brown Regulatory and Legislative department.
- Areas of the law reviewed include ERISA, Section 125, ACA General Topics, ACA Employer Mandate, Reporting Under the Employer Mandate, COBRA, Wellness Plans, Self-Insured Plans, and HIPAA Privacy and Security.
- Assisting in interpreting new laws and regulations impacting employee benefits
- Web-based training (webinars) for clients
- Monthly updates on various employee benefit topics, including the Affordable Care Act (ACA), HIPAA, FMLA, state laws and other regulatory changes impacting employee benefit plans.
- E-mail communications regarding issues that are of topical interest to our clients.
- Legislative Briefs detailing important issues, such as the latest information on the ACA, HIPAA, COBRA, FMLA, ADA, etc.
- Research and analysis to help our staff respond to client questions
- Form 5500 preparation

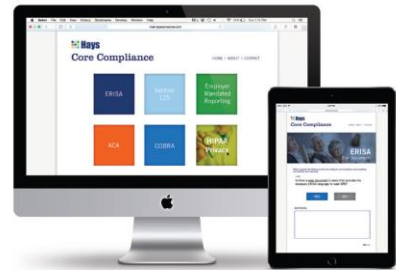
Compliance Resources

CoreCompliance

Brown & Brown utilizes **CoreCompliance**, a web-based application that can be used to identify compliance issues within The City's employee benefits program.

CoreCompliance is:

- A web-based application developed on a decision tree platform.
- Areas that are currently covered by the application include, Section 125, ERISA, HIPAA, Self-Insurance, ACA Employer Mandate, ACA Employer Reporting, ACA General Topics, Wellness Plans, and COBRA.
- Within the decision tree, different branches lead to points where a note will be made that will then auto populate a final report. For example, an employer states that because of the ACA, they now have non-salaried employees participating in their Section 125 plan to pay for major medical coverage that are not eligible for other benefits offered under the Section 125 plan. The application notes that this is a possible discrimination issue and allows the consultant to write in a course of action to address the issue further.
- As noted above, the application will generate a formatted final report.
- This report can be used to address compliance issues with current clients and suggest ways to streamline and simplify an employer's employee benefits program from a compliance perspective.
- The action plan can be addressed either through corrections made by the employer to identified issues, Brown & Brown Compliance team, or through the use of outside resources (for instance, using outside counsel to develop a wrap document for a fully-insured plan to be ERISA compliant).



Data Analytics & Benchmarking

We will provide The City Highland with a monthly update on the group's medical and dental plans' performance. The reporting package illustrates the funded loss ratios and high case activity, two critical measurements required for the underwriting process.

Information and education are critical to effectively managing costs of benefit plans. Without sufficient data it is impossible to design programs that will be priced appropriately. We are the experts in this aspect of benefits and cost management.

Types of reports and timing of the reports are as follows: All reports are included as part of our standard service offering.

- Monthly Claims vs Budget, utilization, large claim analysis, etc.
- Annual Health Plan Intelligence
- Quarterly – Annual IBNR (incurred but not reported)
- Pre-Renewal & Renewal High Case Analysis- Stop Loss
- Pre-Renewal & Renewal Plan Design Alternatives
- Pre-Renewal & Renewal Underwriting Forecast
- Pre-Renewal & Renewal Contribution Analysis
- Pre-Renewal & Renewal Rate Setting

Health Plan Intelligence (HPI) Reporting and TRUECost Analytics

We believe one of the major differentiators to Brown & Brown is the delivery of our Plan Analytics & Modeling tool, Health Plan Intelligence, more commonly referred to as HPI. HPI is our primary tool in a comprehensive analysis of a given plan year, program efficacy, total enterprise risk and underwriting efficiency.

To perform our HPI analysis, we use the raw claims data that we obtain from your medical, dental, vision, disability, workers comp, safety, biometrics and productivity insurance carriers to review a summary of the charges, procedure details, discounts and cost-per-member expenses that our proprietary technology provides. This comprehensive data set deploys optimal decision-making opportunities for our clients and long-term strategies best suited to manage your unique organizational risks.

The core of any successful approach to plan management is to ensure that all design recommendations and decisions are founded on strong empirical data. To effectively execute a successful plan, we must fully analyze all components of a benefit model and have a complete understanding of the precise cost drivers for each major spending component (i.e. medical claims, pharmacy claims, fixed costs, disease and wellness programs, etc.). The first step in performing this type of analysis is to ensure organizations receive detailed and actionable data which we provide through our HPI reporting and analytic tools.

HPI Dashboard

To view a video on the HPI Dashboard, either select the image or follow this link: [HPI Dashboard](#). Password is "hays", all lowercase.



The HPI Dashboard is a management-level, key performance indicator and benchmarking report. The HPI Dashboard provides an understandable and intuitive view of how a health plan is performing with specific focus on the cost of key employee and dependent populations, key service areas, as well as underlying conditions.

The HPI Dashboard is fundamental to answer many critical questions, including:

- How much are we paying for health care?
- How much are other companies paying?
- Which areas within our plan are most costly?

Data Analytics & Benchmarking

- How efficient is our plan design?
- How much does chronic disease cost?

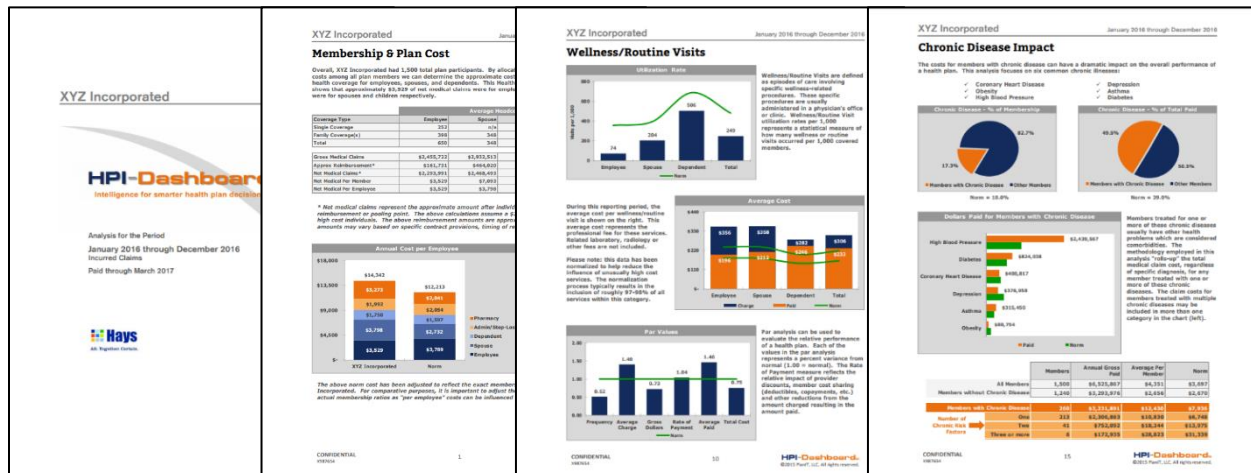
The HPI Dashboard provides the key metrics and performance indicators that afford organizations the opportunity to understand how their plan is performing, how they compare to other companies, and identify specific problem areas, which warrant additional investigation.

HPI Analytics

To view a video on HPI Analytics, either select the image or follow this link: [HPI Analytics](#): Password is "hays", all lowercase.



HPI Analytics provides direct access to powerful views of underlying health care data. All the underlying data have been enhanced to include logical population groupings and descriptions which are critical for the development and application of Risk Pool Management processes.



With the HPI Analytics we utilize an intuitive interface which enables:

- Easy access to pre-defined views of the underlying data
- Ability to apply multiple filters to retrieve custom analysis and results
- Ability to drill-down into specific areas uncovering hidden problems and opportunities
- Extremely powerful and advanced analysis through cross-drill technology

Data Analytics & Benchmarking

Plan Design Modeling - BeneCalculator™

Health Plan Intelligence provides our clients with online access to benefit modeling tools, allowing them to project plan design changes against their own claim history. HPI BeneCalc is the online plan modeling application of HPI. HPI BeneCalc provides Brown & Brown the ability to calculate exact plan values which is fundamental to appropriate rate and contribution development. Once plans have been defined, HPI BeneCalc gives us the advantage of modeling both the financial and member impact of potential plan changes. This affords organizations the opportunity to pursue changes that maximize plan savings, while minimizing member disruption. BeneCalc considers the following parameters:

- Plan Design & Value
- Medical Inflation
- Network Performance
- Utilization (behavior)
- Contributions



To view a video on HPI BeneCalc, either select the image or follow this link: <https://vimeo.com/84253333>

The password is: hays (all lowercase)

Benchmarking/Surveys

Brown & Brown maintains subscriptions to all the major benchmarking sources including United Health Care, Newport Group, Kaiser, Segal, SHRM, Towers Watson and others. We also utilize our online database to provide real-time benchmarking by industry and region. The benefit of our data is that it is more current than most traditional survey sources.

Target Based Benchmarking

At the direction of The City, we will provide a targeted benchmarking analysis. We will contact organizations that The City would like to benchmark your employee benefit program against. We will conduct a detailed Request for Information process to gather data elements to benchmark The City's benefit program.

Health Plan Intelligence

In addition to "plan design" resources, Brown & Brown provides access to plan utilization benchmarks through our proprietary Health Plan Intelligence (HPI) tool. The HPI database benchmarks every aspect of medical plan performance (utilization, unit cost and payment efficiency for eleven medical service categories) against a statistically valid database of nearly three million members. This information allows our clients to understand what plan design changes will have the greatest cost impact but effect the least

Review utilization, price (discounts), demographic profile of covered population, plan of benefits, mix of services, diagnostic categories, distribution of claims by size – catastrophic claims, vendor fees and vendor performance.

Self-funding Expertise

Underwriting & Actuarial



Jacki Collins, ASA

Jacki is an Associate of the Society of Actuaries and a member of the American Academy of Actuaries. She works as an actuary for Brown & Brown. She has more than 14 years of actuarial experience in the healthcare field. Jacki supports Brown & Brown St. Louis for the actuarial needs of our clients.

Before joining Brown & Brown, Jacki began her career working in the actuarial department for a major insurance carrier. She received a B.S. degree in mathematics from Lee University.

In addition to Jacki Collins, our dedicated actuary, Rich Powers, who will be The City's Financial Consultant, has extensive experience underwriting and evaluating healthcare financial risk for employer groups like The City of Highland. Our underwriters are actively involved in serving clients and understanding clients' goals and objectives for their medical plans.

Our Financial Consultants are underwriters who have prior experience working for insurance companies and understand the many nuances of health plan underwriting. This allows for in-depth review and aggressive negotiations on plan renewals.

Brown & Brown's advanced underwriting modeling supports customers in determining appropriate plan funding levels, to ensure adequate budgeting based on utilization, group demographics and plan design. During the renewal process, your Brown & Brown team underwriter will review plan design, medical claims, fixed costs, stop loss level and reserve needs and demographics of your group to forecast total budget costs for the next plan year. From this forecast, Rich will develop budget rates (also referred to as premium equivalents) that will achieve the needed funding. The rates also qualify as the basis for your plan COBRA rates.

Each month, your Brown & Brown team underwriters will review the expected liability against actual plan costs considering enrollment variations, offsetting employee contributions, and offsetting claims paid by your stop loss carrier. This report is provided after the close of each month once the closing data is available from the administrator.

Many of our underwriting services are incorporated daily behind the scenes as we evaluate renewals and develop plan designs for our customers. Some of the traditional health plan underwriting services we perform on a regular basis include:

- Complex plan projections
- Plan design changes
- Actuarial alignment between multiple plan designs and multiple tiers
- Employee contribution analysis
- Migration analysis (when multiple plans are present)
- Fully-insured to self-funding analysis
- Plan design comparison calculators for employees

Self-funding Expertise

Self-Funding

Locally over 60% of our clients are engaged in partially self-funding their health plans. The City of Highland will have a dedicated senior underwriting consultant working on your account. Aside from their responsibilities of providing monthly financial reporting, they are well versed in calculating funding rates and reserve levels, contribution and cost-sharing levels, plan modeling, specific stop loss level analysis and aggregate corridors. The analytics team will provide The City with a customized monthly snapshot as to how your plans are performing from a financial perspective. In The City's partially self-insured arrangement, we will track participation, fixed expenses, claims, claims that exceed specific stop loss attachment points, and compare monthly totals to budget.

The following are several tools and strategic approaches we have tailored specifically for our partially self-insured client base.

Pool Management/Proper Financial Management of Benefit Plan Resources

Brown & Brown employs a proprietary approach to plan design and contribution analysis that we call Risk Pool Management. This core service has been a major contributor to assist clients in reducing trend costs.

The cost of providing medical benefits is based on a complicated interaction of multiple parties, including insurers, providers, employers, employees and so on. Employers who are not correctly informed of the relationship between plan design, employee elections and insurance companies' underwriting of their medical plans are at risk to create a structural dynamic that increases their own expenses. Risk Pool Management is the examination of that dynamic and how it drives cost.

Most brokers and employers are either unaware of this concept or of how to functionally apply it. Brown & Brown' Risk Pool Management analysis leverages our knowledge of insurer practices in an applied manner that helps position our clients to experience a positive outcome, year after year. Our track record with renewals for groups that use our analytics and consulting is impressive and Risk Pool Management is instrumental in helping our clients to steer towards the favorable side of medical trend.

Data Analytics/Benefit Modeling

In connection with our Risk Pool Management plan design and contribution analysis, we will utilize our Health Plan Intelligence ("HPI") benefit analytics software to run various contribution strategy models that will show you the financial impact of all plan design changes and the percentage of participants affected by the changes. We know how important it is for you to try to save money without major disruption to your employees and families. Using HPI, we will run these different scenarios based on The City's information only. HPI also identifies claims related to unhealthy behavior and other areas that we can target for savings opportunities.

High Claimant Analysis Tool (Specific Stop Loss):

Allows for actuarial analysis of the relationship between expected catastrophic activity and uninsured liability. The tool can be used to:

- Determine the net cost or savings associated with increases or decreases in the specific deductible
- Normalize high-case activity – used in conjunction with the projection modeling tool
- Calculate a PMPM pooling charge that large clients with multiple cost-centers can apply internally to save money while minimizing cash-flow variability
- Estimate the reinsurer's target-loss-ratio and apply it to alternate deductibles to verify the legitimacy of its proposed rates
- Disprove the savings associated with excess corridors (aggregating specifics)
- Reduce the variability of completed months from which IBNR algorithms draw their credible data to smooth the experience associated with influential months



Self-funding Expertise

Brown & Brown' Risk Rewards

Brown & Brown formed a proprietary Stop Loss program, which is designed to offer a new level of cost efficiency to self-funded plans without an increase in risk. This program allows participating plan sponsors all the flexibility of purchasing catastrophic insurance, but without the considerable downside of pooled risk insurance platforms such as captives or exchanges. All participant groups are individually underwritten for their own population to ensure against subsidizing of poor performers; groups pay only for their own risk. So while there is no additional risk, all participants will benefit from the increased leverage and efficiency from the considerable scale and negotiating power of the program.

The program offers the same flexibility as if purchasing stop loss outside the program. Participants can elect to participate on a one-year basis and will have the freedom to elect ANY Specific Deductible levels, ANY Aggregate Coverage level, ANY Contract Basis, ANY Third-Party Administrator (TPA). Stable reductions in premium costs are achieved through volume discounts on both the administrative fee and the risk charge. Groups can also include disability and life coverage for additional savings. Six months after the plan year ends, accounting on the program will be completed and there is an opportunity for participants to receive up to 18% of their premium paid into The program depending on the financial performance of The program. All funds are owned by and all excess funds are returned to members of the program, with interest. The excess coverage is underwritten by and placed with the largest stop loss insurance carrier.

Health Strategies

Brown & Brown takes a broad approach to the health of your workforce. This means that we are concerned with understanding and managing your risk not only from lifestyle choices but also from chronic conditions, as well as urgent/time limited conditions such as maternity. In designing health and wellness strategies, our process is to first define your cost drivers so that program initiatives are targeted to bring you as much value on investment (VOI) as possible. Almost all employers can achieve value from health and wellness programs in a short amount of time versus achieving a statistically valid return on investment (ROI) over a number of years. We are big believers in using data to drive strategy and assist in decision making. As such, our HPI analytics report is highly complementary to our wellness services. It provides a tool to identify cost drivers and future risks/opportunities, and provides ongoing, consistent measurements of health conditions and consumerism choices.

Brown & Brown believes wellness can be a key component in the strategic planning going into an employer sponsored health plan. As part of our commitment to wellness, Brown & Brown has developed a strategy integrating our analytical expertise and resources with Health care professionals that understand how to build and implement effective wellness plans. This experience comes directly from the front lines of Health care, nursing, and from working within organizations with effective wellness programs.

Our Health Strategies, Kelly Schlegel, partners directly with employers to understand the impact of health on their productivity, absenteeism, health plan costs, and ultimately sustainability. She works with clients in strategically designing and implementing Disease Management programs, Wellness programs, and other Medical Care Management programs that complement the unique needs of each employer group.

It is not enough to purchase a wellness program from a vendor and blanket the organization with the various literature, e-mails, and program incentives. A wellness program is only effective when thorough analysis of utilization, trends, demographics and large case exposures have been completed. Only then can the health care experts from Brown & Brown come in and make custom recommendations that will be truly beneficial and give a measurable return on the investment.



Self-funding Expertise

When undertaking comprehensive health and wellness programming, we recognize the need to use metrics to evaluate the impact, value and return of health related programs. Using our Health Plan Intelligence (HPI) analytic tool, we are able to track and evaluate program impact. In the short term we know that health care utilization in some categories may actually increase and this increase is evidence of effectiveness. Thus after beginning a new wellness initiative, more members may take new prescriptions for, or take already prescribed medications more consistently, for conditions like high blood pressure and high cholesterol. Similarly, there may be an increase in physician visits as members become more engaged in managing their health. Over several years, as the impact of engagement in healthy lifestyles is maximized, a reduction is seen in emergency room usage and inpatient utilization. It is at this point that Health care costs are impacted from health and wellness programming efforts. Again, costly units of utilization are tracked and trended in our Health Plan Intelligence (HPI) report.

We have successfully worked with clients to design and implement broad-spectrum population health programs that have reduced or held flat, Health care costs, while at the same time increasing quality markers and driving greater personal accountability for individual health.

Pharmacy Consulting Services

We advise clients in all aspects around pharmacy benefit design and PBM contracting. This entails creating customized PBM contracts based on client-specific utilization, conducting audits of pharmacy claims experience to verify contracted rate adherence, as well as establishing and maintaining our collaborative purchasing arrangements to minimize cost for Brown & Brown clients.

Additionally, our pharmacy consultant provides extensive prescription benchmarking to help our team evaluate the PBM marketplace from both a national and regional scope. The analysis includes benchmarking cost per member, participant share, plan design, generic utilization, mail utilization, specialty utilization and top drugs. Based on the analysis results, our team can introduce smart benefit designs that lower costs, recover inappropriately paid claims, reduce retail/mail service rates and significantly enhance the terms of PBM contracts.

Our consultant brings more than ten years of pharmacy experience to Brown & Brown, most recently working as a PBM network pricing consultant for one of the nation's largest pharmacy benefit managers. His experience working in the PBM industry allows him to provide Brown & Brown's clients unique insight as to how to manage and mitigate cost in the face of a complicated and costly pharmacy benefit delivery system.



Frank Bacon – Pharmacy Consultant

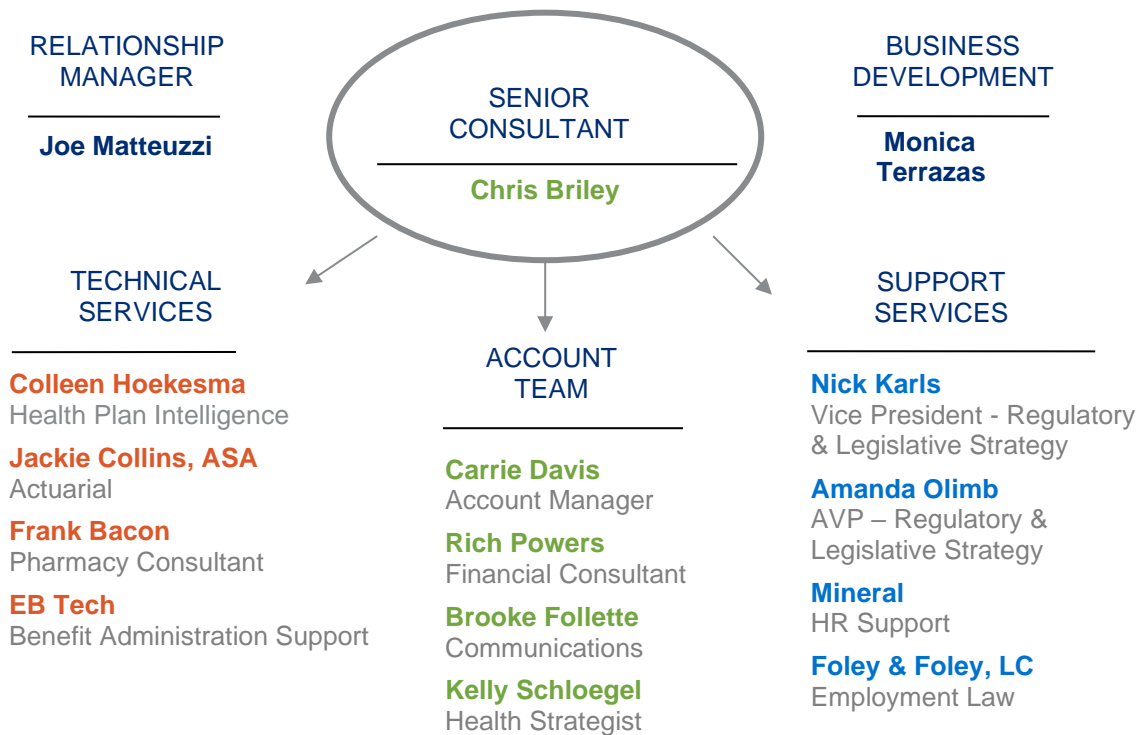
Frank's responsibilities include advising clients around pharmacy benefit design and PBM contracting. This entails creating customized PBM contracts based on client-specific utilization, conducting audits of pharmacy claims experience to ensure contracted rate adherence, as well as establishing and maintaining collaborative purchasing arrangements to minimize cost for Brown & Brown clients.

Frank brings over 10 years of pharmacy experience to Brown & Brown, most recently working as a PBM Network Pricing Consultant for one of the nation's largest Pharmacy Benefit Managers. His experiences working in the PBM industry allow him to provide Brown & Brown's clients unique insight as to how to manage and mitigate cost in the face of a complicated and costly pharmacy benefit delivery system.

Frank received a Bachelor of Science Degree in Economics, University of Wisconsin.

Staffing Resources

Health & Welfare Service Team



Brown & Brown will provide The City with a dedicated employee benefits consulting team that includes a Lead Consultant, Senior Benefits Consultant, Financial Consultant, Compliance Experts, and a Health & Wellness professional.

Chris Briley is the lead Consultant. In general, Chris is responsible for addressing strategic issues such as plan design, financial objectives, and other requirements. Chris will also coordinate all services provided by Brown & Brown and our consulting partners.

Carrie Davis will provide assistance in servicing The City. She will take the lead in coordinating compliance and legislative issues between The City and our internal Compliance Department. Additionally, she assists in implementing the strategic approach as well as assisting plan participants in carrier/claim issues.

Rich Powers will provide financial and data analytics support.

Joe Matteuzzi is the client Relationship Manager/Client Advocate for The City and will be responsible for oversight, strategy, coordination between The City and Brown & Brown and Vendors.

Monica Terrazas is a Business Development executive and will help The City in the transition from the previous broker to Brown & Brown.

Staffing Resources



Chris Briley –Senior Benefits Consultant Chris will serve as Senior Benefits Consultant and Account Executive for The City . Chris will be responsible for helping The City of Highland develop and implement the strategic direction for The City’s employee benefits programs. Chris will lead his team in providing all strategic planning, benefits design, financial analysis and day-to-day service.

Chris has over 25 years of experience in the employee benefits brokerage and consulting field. He has been with Brown & Brown for 13 years and has helped fine tune some of Brown & Brown’s most sophisticated analysis tools, such as Health Plan Intelligence (HPI). Chris has a strong background in underwriting, data mining and health plan valuation. He is an expert at identifying the true cost drivers within employer sponsored employee benefit plans. Prior joining Brown & Brown, Chris was an Account Executive with Aon, working primarily with multi-national corporations and private equity firms.

Chris earned his Bachelor of Science Degree from Columbia College.



Joe Matteuzzi –Relationship Manager

Joe will be responsible for ensuring The City is happy with the services Brown & Brown is delivering, day-in, day-out. He will be involved with strategic planning, account management and the delivery of the services outlined in your service calendar. Joe will be The City’s advocate both within the corporate structure of Brown and Brown, and with outside vendors that serve The City.

Joe has been in the employee benefits industry for 20 years. He has worked as a producer and consultant for Brown & Brown/Hays Companies since 2010. Joe has extensive experience serving not-for-profits, public entities and mid-sized private employers. Prior to joining Brown & Brown, Joe worked for two other insurance brokerage firms - Holmes Murphy and Welsch, Flatness and Lutz. Joe spends much of his time researching emerging trends and solutions in the employee benefits space.

He received his bachelor’s degree in Communication Studies from The University of Kansas.



Troy Dorner – Employee Benefits Practice Leader

Troy oversees the daily management and operations of the Account Service Team. He is responsible for ensuring your team has the resources they need to succeed. He also is directly involved with clients, maintaining key relationships, which includes consulting on benefit plan design, evaluation, benchmarking, compliance, employee communication, implementation and administration, and day-to-day service issues on clients’ welfare plans.

Prior to joining Brown & Brown in 2011, Troy spent six years as a V.P. Sr. Account Executive with JW Terrill. His responsibilities included the day to day management of JW Terrill’s largest accounts. Prior to JW Terrill, he worked for Deloitte & Touche and Gallagher Benefit Services.

Troy holds a Bachelor of Arts Degree in Business from Southern Methodist University in Dallas, Texas.



Rich Powers – Financial Consultant/Underwriting

Rich will serve The City in the capacity of Financial Consultant. Rich will be responsible for helping The City develop and manage the annual employee benefits budget. He will forecast costs, develop renewal projections, monitor claims and create the monthly reports. Rich may also help in developing COBRA rates, benchmarking reports and the annual Health Plan Intelligence report.

Rich has 25 years of experience in the health care consulting industry. He has been with Brown & Brown for five years. Prior to join Brown & Brown, Rich spent the previous 20 years working for three international insurance consulting firms – Lockton, Aon and Mercer. Rich is a skilled financial advisor who has extensive experience in underwriting and cost forecasting. He has served accounts of all sizes, from

Staffing Resources

50 - employee family-owned businesses, to large multi-national corporations with very complex funding structures.

Rich holds a Bachelor of Science in Industrial Engineering and Operations Research from Syracuse University and a Master of Business Administration from Washington University in St. Louis. Rich also holds the Certified Employee Benefits Specialist (CEBS) designation.



Carrie Davis – Account Manager

As The City's Account Manager, Carrie will manage much of the day-to-day customer service. She will be responsible for managing the service calendar, keeping you informed of legislative updates and resolving issues with vendors. Carrie will play a key role in managing your annual insurance renewals and be responsible for marketing your employee benefits to the insurance carriers, negotiating rates and illustrating the quotes received.

Carrie has been in the insurance industry since 1995. Her 25+ years of experience is comprised of both insurance carrier and employee benefits brokerage/consulting. She combines a broad range of industry knowledge with a strong background in plan administration and welfare plan compliance. In working for large claim administrators and brokerage houses she is well versed in the many nuances to plan structure and communication. In addition, Carrie has in-depth experience in claim payment procedures, appeals and adjudication through all levels of employee interaction with benefit plans.



Kelly Schloegel – Health Strategist

Kelly has nine and a half years of healthcare experience. Prior to joining Brown & Brown, she spent five years at Cerner Corporation as the relationship owner responsible for population health management client experience, including strategic road-mapping/project planning, business development and operational escalation when needed. Along with her consulting background, Kelly spent four and a half years at Blue Cross and Blue Shield where she was responsible for maintaining current knowledge of all health and wellness solutions programs, coordinating program components and deploying and evaluating health and wellness programs for employer groups.

Kelly's key areas of expertise include:

- Strategic planning within the total benefits design model for Health Strategies, including those targeted at utilization review, large case management, disability, wellness, disease management, EAP, predictive modeling, health risk assessments and behavioral health.
- Evaluation of vendor activities, strategies, and outcomes pre-and-post program implementation.
- Assistance in implementing medical care management strategies, with a special focus on outreach initiatives to the member.

Kelly received a Bachelor of Arts in Communication Studies from Iowa State University.



Brooke Follette – Director of Marketing & Communications

Brooke has over 10 years of B2B and B2C marketing experience including graphic design, content, event management and social media. She works primarily with our benefits team in Kansas City to create marketing collateral for clients including custom print, mobile and electronic communication pieces. She specializes in design, corporate branding and assists with other company-wide marketing initiatives.

Prior to joining Brown & Brown, Brooke was an Event Manager at GlynnDevins, a marketing company focused on senior living, healthcare and finance. She has a diverse marketing background in commercial real estate, mortgage lending and technology, and has her own freelance graphic design business.

Bachelor of Arts Degree in Graphic Journalism, Grand View University.



Staffing Resources



Monica Terrazas – Client Advocate

Monica Terrazas has been a Sales Executive for the past 20 years in various organizations. She has been an insurance producer since 2020 and holds a Life & Health, Series 6 and Series 63 License. Monica will be involved in the transition of the City's account from the previous broker to Brown & Brown

Consulting Services

Brown & Brown has reviewed and accepts the scope of services in The City of Highland's RFP. Below is a list of services also included for our fee.

Objective Setting

- Develop an understanding of The City's financial and human resources objectives
- Provide an inventory of all employee benefit plans
- Assist in the development of long-term financial objectives
- Conduct quarterly strategy and open items meetings
- Coordinate objective setting meetings with all applicable vendors
- Develop Client Service Calendar & Open Items Checklists to manage ongoing tasks

Third Party Medical Administration and Network Evaluation

- Request for Proposal (RFP) development and distribution to potential market partners
- Collect and organize RFP responses including scoring & negotiation
- Comprehensive market analysis for medical and prescription drug plans
- Detailed provider network analysis including claims repricing and provider disruption
- Assistance with the selection of finalists, as well as site visit coordination, and needs-based vendor selection and implementation support

Data Analysis and Program Monitoring

- Analyze and provide customized monthly claim reports
- Provide Lag Reserve calculation upon request
- Medical utilization analysis & decision-making tool (Health Plan Intelligence)
- Benefit Modeling
- Network Analysis – discount and access review
- Provide pre-renewal forecasting
- Coordinate all renewal and marketing processes
- Comparative cost and utilization analysis of The City with regional and industrial peers
- Establish COBRA rates (if ASO)

Compliance and Legal Support

- Development of an annual compliance calendar
- Advise the firm of State and Federal Regulations and changes impacting medical and Rx plans
- Provide access to online compliance and regulatory resources
- Review and development of HIPAA privacy and security manuals
- Execution of Business Associate agreement(s) as required under HIPAA and ensure complete confidentiality of all records and data
- Review all documents to ensure compliance with State and Federal regulation
- Provide access to Human Resource Professionals
- Ensure compliance with Section 125, COBRA, HIPAA, Medicare, FMLA, etc. and provide updates to the firm as they occur
- Provide complete disclosure of all fees, commissions, and contingent income



Consulting Services

Brown & Brown CoreCompliance

Brown & Brown utilizes **CoreCompliance**, a web-based application that can be used to identify compliance issues within The City's employee benefits program.

CoreCompliance is:

- A web-based application developed on a decision tree platform.
- Areas that are currently covered by the application include, Section 125, ERISA, HIPAA, Self-Insurance, ACA Employer Mandate, ACA Employer Reporting, ACA General Topics, Wellness Plans, and COBRA.
- Within the decision tree, different branches lead to points where a note will be made that will then auto populate a final report. For example, an employer states that because of the ACA, they now have non-salaried employees participating in their Section 125 plan to pay for major medical coverage that are not eligible for other benefits offered under the Section 125 plan. The application notes that this is a possible discrimination issue and allows the consultant to write in a course of action to address the issue further.
- As noted above, the application will generate a formatted final report.
- This report can be used either to address compliance issues with current clients and suggest ways to streamline and simplify an employer's employee benefits program from a compliance perspective.
- The action plan can be addressed either through corrections made by the employer to identified issues, Brown & Brown Regulatory team, or using outside resources (for instance, using outside counsel to develop a wrap document for a fully-insured plan to be ERISA compliant).

Wellness Program Development, Implementation, and Monitoring

- Access to Health Strategist for development and implementation of health and wellness programs
- Clinical analysis of cost and utilization trends to identify wellness opportunities
- Robust Outcomes Based Management Solutions customized to The City's organizational needs and designed to deliver effective risk management results.

Implementation and Communication

- Development of custom web, mobile or print based member communications
- Open enrollment support
- On-site employee presentations
- EBTech – identifying and deploying platforms for administration and communication efficiencies
- SPHR or PHR on demand / live hotline support in addition to dedicated one stop Brown & Brown service team
- Unlimited access and coordination assistance to our Employee and/or Management eLearning Training Forum with customizable training track support
- Total Value / Total Compensation Statements
- Employee surveys
- Handbook Reviews & Wrap Plan Documents
- Comprehensive Industry specific benchmarking



Fees and Expenses

Brown & Brown is completely transparent with respect to our compensation. It is important that you understand what we get paid and how we get paid. Annually through our stewardship meeting we will disclose our earned compensation.

We are willing to work on a fee basis or commissions. **We will provide our consulting services for an annual compensation amount of \$40,000.** You can pay us directly by check or we will collect \$40,000 through commissions.

If the City introduces new work-site or voluntary benefits, we will collect standard commissions on these new products to pay for the enrollment.

We will market, provide consulting, and make recommendation regarding COBRA, FSA and HSA vendors. You can pay for these services directly or if you would like Brown & Brown to pick up the cost of these services, an additional \$5000 will be added to the annual fee for a total of \$45,000. Otherwise, you can pay the vendors directly.

Brown & Brown accepts indirect compensation from many, but not all, of our insurers. It is impossible to disclose the amount from each insurer, as insurers pay contingent income on some lines of coverage and not others. Each insurer has its own direct income plan.

We strongly believe our customers have the right to know what their consultant makes in compensation. Many consultants are not transparent and aren't proactive in disclosing their compensation, specifically contingency commissions, overrides, and additional compensation. We believe in disclosing all of our income on an annual basis.



References

<p>St. Clair County, IL</p> <p>Frank Bergman Director of HR</p> <p>618.825.2260 f.bergman@co.st-clair.il.us</p> <p>#10 Public Square Belleville, IL 62220</p>	<p>City of Rolla, MO</p> <p>Steffanie Rogers Finance Director</p> <p>573.426.6980 srogers@rollacity.org</p> <p>901 North Elm Street 2nd Floor, City Hall Rolla, MO 65401</p>	<p>City of Florissant, MO</p> <p>Sonya Brooks-White Director of HR</p> <p>314.921.5700 swhite@florissantmo.com</p> <p>955 Rue St. Francois Florissant, MO 63031</p>
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Ready to find your solutions? Let's chat.

Joseph Matteuzzi
Client Advocate
Direct (636) 590-4112
Joseph.Matteuzzi@bbrown.com

Monica Terrazas
Business Development
(618) 772-2045
Monica.Terrazas@bbrown.com



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City of Highland

MEMO TO: Mayor Kevin Hemann and City Council Members

**FROM: Jackie Heimburger, Director of Support Services
Reanna Ohren, Director of Finance**

**SUBJECT: Recommendation to Continue with Cornerstone Insurance Group as
the City's Benefit Broker**

DATE: July 12, 2022

I would like to make a recommendation to continue our services with Cornerstone Insurance Group as the City's Benefit Broker. We have utilized their services for the past 13 years and have been happy with their continued service and support. We have sent out a request for proposal for benefit brokers and received three responses that met our requirements. I have attached a copy of the request for proposals for your review. The three companies are listed below:

Cornerstone Insurance Group
Brown and Brown
NexGen

Each company was given the opportunity to explain their qualifications and their services. After speaking with each company and comparing them, Reanna and I feel that Cornerstone Insurance Group is still the best fit for the City of Highland and its employees. Therefore we would like to recommend to continue services with Cornerstone Insurance Group for a period of 3 years.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING CITY TO SHARE COSTS WITH LANDOWNER
MARK GELLY FOR CONSTRUCTION OF A POND TO REDUCE SILT AND
SEDIMENT LOAD ENTERING SILVER LAKE**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined the Silver Lake Watershed is of utmost importance to City due to its vast resources as well as the drinking water supply it provides to City residents; and

WHEREAS, City has determined the silt and sediment load entering City’s Silver Lake is a threat to the health, safety, general welfare and economic welfare of City residents; and

WHEREAS, City has determined the silt and sediment load entering City’s Silver Lake is reducing the capacity of City’s Silver Lake and threatening the City drinking water supply; and

WHEREAS, City has been consulting with the Silver Lake Commission to identify areas within the Silver Lake Watershed where silt and sediment may be entering City’s Silver Lake; and

WHEREAS, City has completed over thirty-five (35) projects with Silver Lake Watershed landowners that have helped improve the reduction of sediment from entering Silver Lake; and

WHEREAS, City has determined it necessary to partner with landowners to make changes to the waterways, ponds, and stream banks in the Silver Lake Watershed to reduce the erosion, silt and sediment load entering City's Silver Lake; and

WHEREAS, City has determined it necessary to partner with Mark Gelly on a project to replace a failing dry-dam detention basin with a pond of no more than 1-acre, primarily on Mr. Gelly's property; and

WHEREAS, City has determined the cost of the Gelly Pond will be allocated as follows:

1. Total Estimated Project Cost: \$17,925.00.
2. Estimated 20% reimbursement from City - \$3,585.00

(See **Exhibit A**); and

WHEREAS, City has determined the terms and costs associated Gelly Pond project should be approved; and

WHEREAS, City has determined the City Manager and/or Mayor should be authorized and directed to execute any and all documents necessary to approve the Gelly Pond project (*See Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The terms and costs associated with the Gelly Pond project are approved.

Section 3. The City Manager and/or Mayor is authorized and directed to execute any and all documents necessary to approve the Gelly Pond project.

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



HIGHLAND

PARKS & RECREATION... The *FUN* Theory!

To: City Manager, Chris Conrad
From: Mark Rosen, Director of Parks & Recreation
Date: July 18, 2022
Subject: Silver Lake Watershed Improvement – Mark Gelly

Recommendation

I am requesting City Council approval to reach an agreement with Mark Gelly in order for him to use a portion of city of Highland property to install a pond that will benefit Silver Lake. Additionally and to keep in line with previous partnerships, I also recommend compensating Mr. Gelly no more than 20% of the total final costs for labor and materials.

Discussion

Based on past successes of partnering with Silver Lake Watershed owners, over 35 beneficial projects have helped improve reducing sediment from entering Silver Lake.

Mr. Gelly is requesting that a small portion of city property be used to place a dam on it in order to replace a failing dry-dam/detention basin with a pond of no more than 1-acre, primarily on his property.

Ponds such as the one Mr. Gelly is proposing have proven to be effective in allowing cleaner, less turbid water from directly entering Silver Lake.

Fiscal Impact

Use the Water Treatment Plant; Capital funds that was established for such projects.

- Estimate from Mr. Gelly - \$17,925.00.
- Not to exceed 20% reimbursement - \$3,585.00

Recommended By: Mark Rosen, Director of Parks & Recreation

Approved By: Chris Conrad, City Manager

DOZER \$200 hr. 30 hr. \$6,000.00

TRACTOR & 1 PAN SCRAPER 30 hr. \$250.00/hr. \$7,500.00

SKIDLOADER \$80.00 hr. 10 hr. \$800.00

MIN EXCAVATOR \$100.00 hr. 14 hr. \$1,400.00

50 TON OF RR3 ROCK \$1600.00

50 FT. OF 12" DUAL WALL HOPE \$625.00

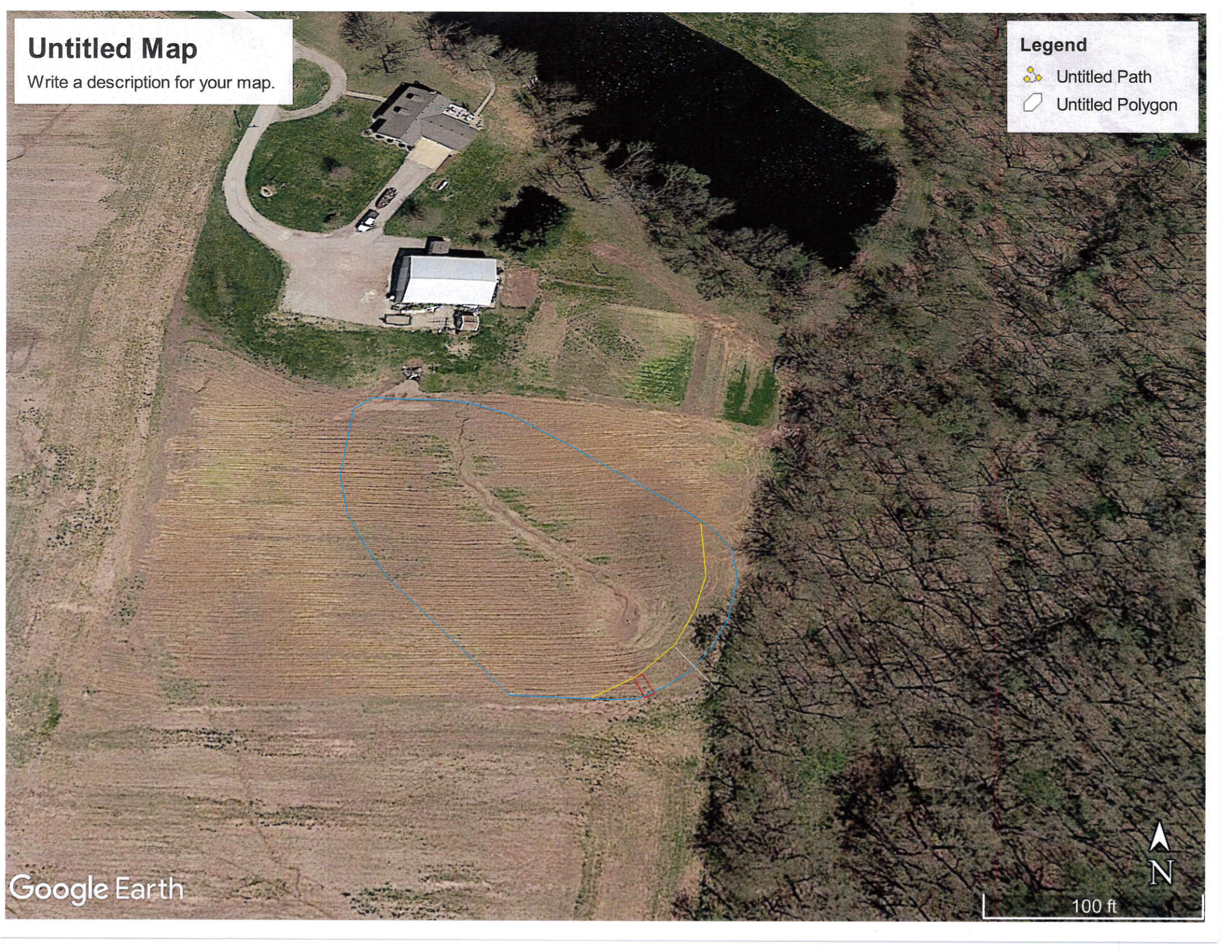
\$17,925

Untitled Map

Write a description for your map.

Legend

- Untitled Path
- Untitled Polygon

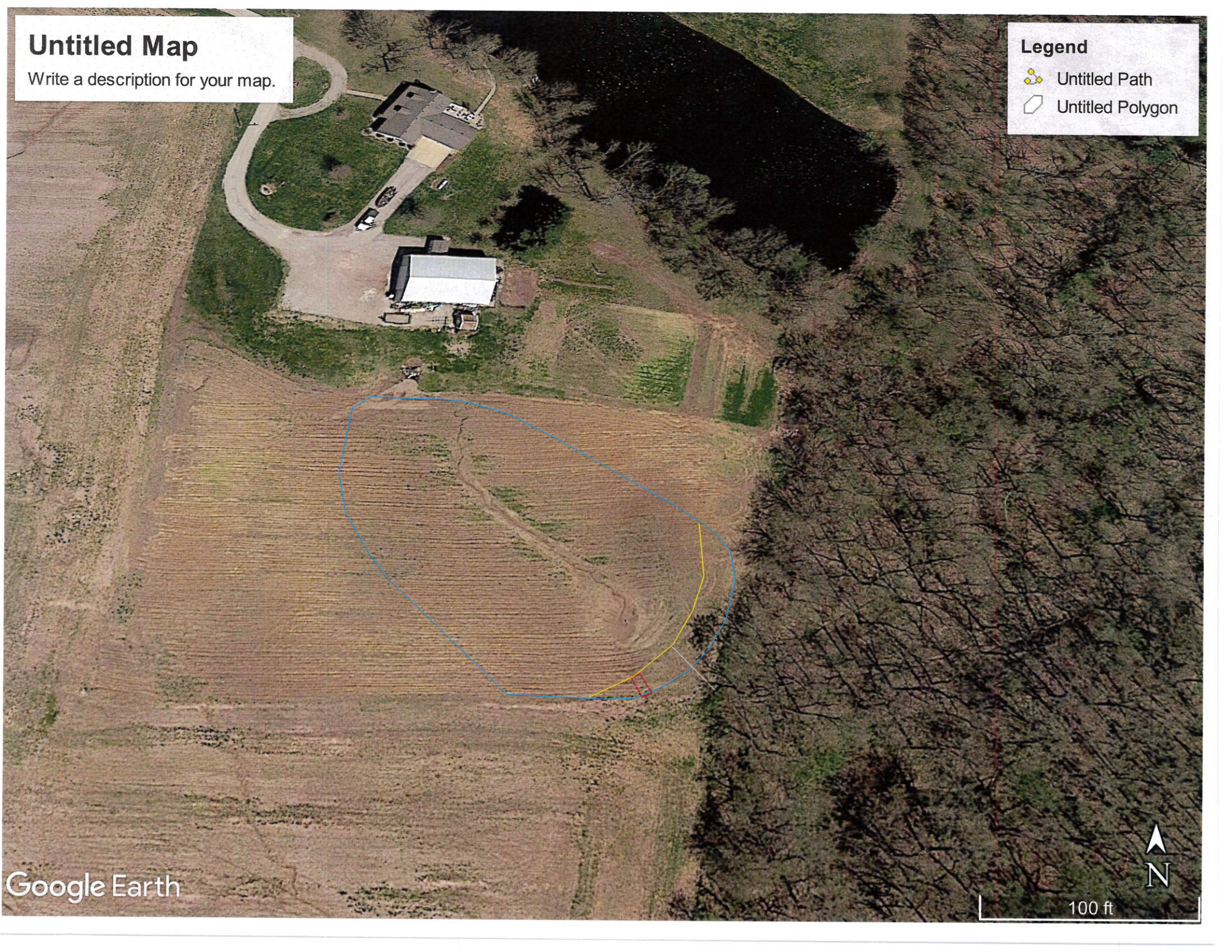


Untitled Map

Write a description for your map.

Legend

- Untitled Path
- Untitled Polygon



ORDINANCE NO. _____

AN ORDINANCE DECLARING PERSONAL PROPERTY OF THE CITY OF HIGHLAND SURPLUS AND AUTHORIZING ITS SALE AND/OR DISPOSAL, SPECIFICALLY HIGHLAND COMMUNICATION SERVICES PERSONAL PROPERTY

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, 65 ILCS 5/11-76-4 provides that whenever a municipality in the state of Illinois owns any personal property which, in the opinion of a simple majority of the corporate authorities then holding office, is no longer necessary or useful to, or in the best interests of the municipality to keep, a majority of the corporate authorities at any regular or special meeting called for that purpose, may: (1) by Ordinance authorize the sale of such personal property in whatever manner they designate with or without advertising the sale; or (2) may authorize any municipal officer to convert that personal property to the use of the City; or (3) may authorize any municipal officer to convey or turn in any specified article of personal property as part payment on a new purchase of any similar article; and

WHEREAS, the City of Highland d/b/a Highland Communication Services (“HCS”) currently owns personal property attached hereto as **Exhibit A**; and

WHEREAS, in the opinion of this City Council, the personal property listed on **Exhibit A** is no longer necessary or useful to, or in the best interests of the City to retain, and should be declared surplus personal property; and

WHEREAS, the Director of HCS has informed the City Council the surplus personal property listed on **Exhibit A** will be sold for the highest value possible, or disposed of if it is deemed to have no little or no value; and

WHEREAS, City has determined the City Manager, or his designee, is permitted to sell the surplus personal property, specifically the personal property listed on **Exhibit A**, for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee; and

WHEREAS, City has determined it to be in the best interest of public health, safety, general welfare and economic welfare to declare the aforementioned personal property surplus, and sell and/or dispose of the same.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The City personal property, specifically the personal property listed on **Exhibit A**, is hereby declared no longer useful to the City or necessary for City purposes, that the City personal property is declared surplus, and that it is in the best interest of the City to sell and/or dispose of the same.

Section 3. The City Manager, or his designee, is directed and authorized to sell and/or dispose of the surplus personal property, as the City Manager, or his designee, sees fit.

Section 4. The City Manager, or his designee, is directed and authorized to sell the surplus personal property for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee.

Section 5. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

Model	Serial Number	Cost	Value
CV1108	001848019ed7	?	0



To: Chris Conrad, City Manager
From: Angela Imming, Director, Technology and Innovation
Date: July, 2022
Subject: Equipment surplus and disposal

Recommendation:

I recommend the items listed on the attached spreadsheet be approved for surplus and disposal.

Discussion:

The items on the list are broken and cannot be fixed. They have no warranty and no value and should be destroyed following state guidelines.

Financial Impact:

None

RESOLUTION NO. _____

**A RESOLUTION MAKING SEPARATE STATEMENT OF FINDINGS OF FACT
IN CONNECTION WITH ORDINANCE GRANTING SPECIAL USE PERMIT FOR A
BAR / TAVERN WITHIN THE INDUSTRIAL ZONING DISTRICT**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, Section 90-81 of the *Code of Ordinances, City of Highland*, provides that the City Council “may grant a special use permit by ordinance,” but requires that “In a separate statement accompanying any such ordinance, the Council shall state findings of fact, and indicate reasons for approving . . . the request for a special use permit;” and

WHEREAS, Jean Schellenger LLC (“Owner”) has filed a Petition for a Special Use Permit to allow for a Bar / Tavern within the “I” Industrial zoning district at 1106 New Trenton Road, Highland, IL 62249, in accord with the *Code of Ordinances, City of Highland*; and

WHEREAS, a copy of the Petition for a Special Use Permit is attached as **Exhibit A** and incorporated by reference as though fully set forth herein; and

WHEREAS, a copy of the Combined Planning and Zoning Board (“CPZB”) Staff Report is attached hereto as **Exhibit B** and incorporated by reference as though fully set forth herein; and

WHEREAS, **Exhibit A** and **Exhibit B** were all considered as part of the Petition for a Special Use Permit by CPZB; and

WHEREAS, CPZB recommended approval of this special use pursuant to **Exhibit A** and **Exhibit B**. *See* CPZB Determination of Special Use Permit attached hereto as **Exhibit C**.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The City Council makes the following findings of fact concerning the *procedures* followed to present the Petition for a Special Use Permit (**Exhibit A, B**) for approval:

(a) The Administrator to whom the Petition for a Special Use Permit was submitted referred the matter to the CPZB.

(b) The CPZB met in regular session on July 6, 2022, at 7:00 p.m., at City Hall, 1115 Broadway, Highland, Illinois, to consider and act upon the Petition for a Special Use Permit.

(c) Public notice of the hearing to be held at the CPZB meeting was published pursuant to Illinois state law, and the Owner was notified of the hearing to be held at the meeting by mail, with postage thereon fully prepaid.

(d) At the hearing, the CPZB took and heard evidence and the CPZB prepared and submitted its advisory report to the City Council recommending approval of the Petition for a Special Use Permit.

(e) The City Council finds the steps recited above to be in compliance with the *Code of Ordinances, City of Highland*, to be facts, and further finds and determines that

the matters and proceedings to date are in accordance with the *Code of Ordinances, City of Highland*.

Section 2. The City Council makes the following findings of fact concerning the *merits* of the Petition for a Special Use Permit (**Exhibit A, B and C**):

(a) The proposed Special Use will adequately protect the public health, safety, general welfare, economic welfare, and the physical environment of the surrounding area and the City.

(b) The proposed Special Use is consistent with the City's Comprehensive Plan.

(c) The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets.

(d) There are no facilities near the proposed Special Use that require the need for special protection.

(e) The location – where the Special Use will be made pursuant to the Special Use Permit – is zoned “I”

(f) The granting of this Special Use Permit would be in the best interest of the City, and the Special Use Permit should be granted by ordinance.

Section 3. This Resolution shall constitute the separate statement of findings of fact, supporting the granting of the Special Use Permit, required by Section 90-81 of the *Code of Ordinances, City of Highland*, and shall be permanently attached to the ordinance adopted granting the Special Use Permit.

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Jean Schellenger LLC Phone: 618-972-1291
Address: 1106 New Trenton Rd Zip: 62249
Email Address: beckyblake@501bluesclub.com
Owner: Jean Schellenger LLC Phone: 618-972-1291
Address: 1106 New Trenton Rd, Highland, IL Zip: 62249
Email Address: beckyblake@501bluesclub.com

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 1106 New Trenton Rd, PIN# 01-1-24-06-12-201-034
Property is Located In (Legal Description): Attached

Present Zoning Classification: Industrial Acreage: 0.5+ acres

Present Use of Property: Bar/Tavern (501 Blues Club)

Proposed Land Use: Bar/Tavern (501 Blues Club)

Description of proposed use and reasons for seeking a special use permit:
The new owner of the bar will need a special use permit to be issued them, as bars/taverns are a
special use in the industrial district.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Deibert Electric</u>	<u>Industrial</u>
South	<u>American Legion</u>	<u>Industrial</u>
East	<u>Single-Family Home</u>	<u>Madison County R-3</u>
West	<u>Single-Family Home</u>	<u>Industrial</u>

Should this special use be valid only for a specific time period? Yes _____ No X

If Yes, what length of time? _____

<i>Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.</i>		
	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	<u>X</u>	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	<u>X</u>	
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	<u>X</u>	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	<u>X</u>	
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	<u>X</u>	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

RBlake
Applicant's Signature

5-18-22
Date

I have purchased the 501 Blues Club at 1106 New Trenton Road. I have also purchased and am a manager for the Jean Schellenger LLC, which is the legal entity for the 501 Blues Club.

The 501 Blues Club business will continue to function as a bar/tavern. We will be adding bar and grill food options to the menu. We will also be expanding our hours to be open on Mondays. Hours are 10am-1am Monday-Thursday, 10am-2am Friday and Saturday, and 12pm-1am on Sundays.

We will be upgrading the building's sign, which will improve the character of the area. There is on-site parking, so traffic and parking will not be an issue. This will benefit the City of Highland by keeping an existing business open.

RBlake

Becky Blake

Manager, Jean Schellenger LLC

5-18-22

Date



City of Highland Building and Zoning

Meeting Date: July 6, 2022

From: Breann Vazquez, Director of Community Development

Location: 1106 New Trenton Rd.

Zoning Request: Special Use Permit

Description: SUP for a bar/tavern within the Industrial district

Proposal Summary

The applicant and property owner is Jean Schellenger LLC. The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

Jean Schellenger LLC (1106 New Trenton Rd) is requesting a Special Use Permit for a bar/tavern at 1106 New Trenton Rd. PIN# 01-1-24-06-12-201-034

The zoning matrix identifies a bar/tavern as a Special Use within the Industrial district.

Comprehensive Plan Consideration

The subject property is denoted as Industrial on the Comprehensive Plan’s Future Land Use Map.

Surrounding Uses

Direction	Land Use	Zoning
North	Deibert Electric	Industrial
South	American Legion	Industrial
East	Single-Family Home	Madison County R-3
West	Single-Family Home	Industrial

Standards of Review for Special Use Permits

Below are the six (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or Special Use is consistent with the City's Comprehensive Plan;

The proposed use is consistent with the City’s Comprehensive Plan.



City of Highland
Building and Zoning

2. The effect the proposed amendment or Special Use would have on public utilities and on traffic circulation;

The proposed use would not have an effect on public utilities or traffic circulation. The bar already exists on the property and the new owner must obtain a Special Use Permit in their name.

3. Whether the proposed design, location and manner of operation of the proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment;

The use currently exists on the property and adequately protects the public health, safety and welfare, and the physical environment.

4. The effect the proposed Special Use would have on the value of neighboring property and on this City's overall tax base;

The use currently exists on the property and does not have an adverse effect on the value of neighboring property. The business contributes to the City's tax base.

5. The effect the proposed Special Use would have on public utilities; and

The use currently exists on the property and utilizes public utilities.

6. Whether there are any facilities near the proposed Special Use, such as schools or hospitals that require special protection.

There are no facilities nearby that require special protection.

Staff Discussion

The 501 Blues Club is a bar/tavern that is currently located on the property. The former owners have sold the property and the new owners must receive a Special Use Permit in their name in order to continue operations. Staff supports the continuance of this existing business.



City of Highland
Building and Zoning

Aerial Photograph



Site Photo





City of Highland
Building and Zoning

Exhibit "C"
Determination of Special Use Permit

On July 6, 2022, the City of Highland Combined Planning and Zoning Board at its regular meeting approved approved with condition(s), denied a Special Use Permit for the following:

Jean Schellenger LLC (1106 New Trenton Rd) is requesting a Special Use Permit for a bar/tavern at 1106 New Trenton Rd. PIN# 01-1-24-06-12-201-034

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approval (action) of this Special Use Permit, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did/did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): _____

Anthony Walker
Chairperson of the Combined Planning and Zoning Board

7/6/22
Date

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO JEAN SCHELLENGER LLC TO ALLOW A BAR / TAVERN WITHIN THE INDUSTRIAL ZONING DISTRICT AT 1106 NEW TRENTON ROAD

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the City Council has made the findings of fact, and the statement of its reasons for granting the Petition for Special Use Permit in question, in a separate resolution numbered as Resolution No. _____;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, AS FOLLOWS:

Section 1. Jean Schellenger LLC (“Owner”), is hereby granted a Special Use Permit in the “I” zoning district, as defined in Chapter 90 of the *Code of Ordinances, City of Highland*, for a bar / tavern at 1106 New Trenton Road, Highland, Illinois 62249.

Section 2. The Special Use Permit is granted.

Section 3. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect upon adoption.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

RESOLUTION NO. _____

**A RESOLUTION MAKING SEPARATE STATEMENT OF FINDINGS OF FACT
IN CONNECTION WITH ORDINANCE GRANTING SPECIAL USE PERMIT FOR A
BAR / TAVERN WITHIN THE “C-2” ZONING DISTRICT**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, Section 90-81 of the *Code of Ordinances, City of Highland*, provides that the City Council “may grant a special use permit by ordinance,” but requires that “In a separate statement accompanying any such ordinance, the Council shall state findings of fact, and indicate reasons for approving . . . the request for a special use permit;” and

WHEREAS, BS Merkle LLC (“Owner”) has filed a Petition for a Special Use Permit to allow for a Bar / Tavern within the “C2” Commercial zoning district at 1014 Pine Street, Highland, IL 62249, in accord with the *Code of Ordinances, City of Highland*; and

WHEREAS, a copy of the Petition for a Special Use Permit is attached as **Exhibit A** and incorporated by reference as though fully set forth herein; and

WHEREAS, a copy of the Combined Planning and Zoning Board (“CPZB”) Staff Report is attached hereto as **Exhibit B** and incorporated by reference as though fully set forth herein; and

WHEREAS, **Exhibit A** and **Exhibit B** were all considered as part of the Petition for a Special Use Permit by CPZB; and

WHEREAS, CPZB recommended approval of this special use pursuant to **Exhibit A** and **Exhibit B**. *See* CPZB Determination of Special Use Permit attached hereto as **Exhibit C**.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The City Council makes the following findings of fact concerning the *procedures* followed to present the Petition for a Special Use Permit (**Exhibit A, B**) for approval:

(a) The Administrator to whom the Petition for a Special Use Permit was submitted referred the matter to the CPZB.

(b) The CPZB met in regular session on July 6, 2022, at 7:00 p.m., at City Hall, 1115 Broadway, Highland, Illinois, to consider and act upon the Petition for a Special Use Permit.

(c) Public notice of the hearing to be held at the CPZB meeting was published pursuant to Illinois state law, and the Owner was notified of the hearing to be held at the meeting by mail, with postage thereon fully prepaid.

(d) At the hearing, the CPZB took and heard evidence and the CPZB prepared and submitted its advisory report to the City Council recommending approval of the Petition for a Special Use Permit.

(e) The City Council finds the steps recited above to be in compliance with the *Code of Ordinances, City of Highland*, to be facts, and further finds and determines that

the matters and proceedings to date are in accordance with the *Code of Ordinances, City of Highland*.

Section 2. The City Council makes the following findings of fact concerning the *merits* of the Petition for a Special Use Permit (**Exhibit A, B and C**):

(a) The proposed Special Use will adequately protect the public health, safety, general welfare, economic welfare, and the physical environment of the surrounding area and the City.

(b) The proposed Special Use is consistent with the City's Comprehensive Plan.

(c) The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets.

(d) There are no facilities near the proposed Special Use that require the need for special protection.

(e) The location – where the Special Use will be made pursuant to the Special Use Permit – is zoned “C-2”

(f) The granting of this Special Use Permit would be in the best interest of the City, and the Special Use Permit should be granted by ordinance.

Section 3. This Resolution shall constitute the separate statement of findings of fact, supporting the granting of the Special Use Permit, required by Section 90-81 of the *Code of Ordinances, City of Highland*, and shall be permanently attached to the ordinance adopted granting the Special Use Permit.

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: BS Merkle LLC Phone: 618-420-5652
Address: 1014 Pine Street, Highland, IL Zip: 62249
Email Address: Smf_89@hotmail.com
Owner: Kevin Kapp Phone: 618-654-9028
Address: 1816 Parkview Drive, Highland, IL Zip: 62249
Email Address: N/A

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 1014 Pine Street; PIN# 01-2-24-05-07-202-030

Property is Located In (Legal Description): attached

Present Zoning Classification: C-2 Acreage: 0.04

Present Use of Property: Ed & Millie's (bar/tavern)

Proposed Land Use: Ed & Millie's

Description of proposed use and reasons for seeking a special use permit:
The new owners of the bar/tavern will be required to get a Special Use Permit in their name.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>single-family residence</u>	<u>C-2</u>
South	<u>vacant commercial building/multifamily dwellings</u>	<u>C-2</u>
East	<u>Joseph Matthews Salon</u>	<u>C-2</u>
West	<u>multifamily dwellings/retail</u>	<u>C-2</u>

Should this special use be valid only for a specific time period? Yes _____ No X

If Yes, what length of time? N/A

Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	X	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	X	
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	X	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	X	
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	X	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

Brand Keith Steph Moore
Applicant's Signature

6/7/2022
Date

We are planning to purchase Ed & Millie's at 1014 Pine Street from Kevin Kapp. We're Highland residents and we plan to keep the existing bar/tavern open. We are not proposing any major changes, although we do plan to expand the hours in which food are available by serving until at least 7:00 or 8:00pm.

This will not have a negative impact on traffic or the character of the surrounding area. This will allow an existing business to stay open within downtown Highland.

Thank you for your consideration,

Brandon & Stephanie Merkle
BS Merkle LLC

I, Kevin Kapp, am the property owner of 1014 Pine Street, PIN# 01-2-24-05-07-202-030. I authorize BS Merkle LLC to apply for a special use permit for a bar/tavern at the above property.

Kevin J Kapp

Signature

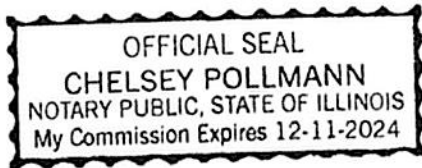
6-18-22

Date

State of Illinois, County of Clinton

Signed before me on June 18, 22 (date).

(seal)



Chelsey Pollmann

Signature of Notary Public



Meeting Date: July 6, 2022

From: Breann Vazquez, Director of Community Development

Location: 1014 Pine Street

Zoning Request: Special Use Permit

Description: SUP for a bar/tavern within the C-2 district

Proposal Summary

The applicant is BS Merkle LLC. The property owner is Kevin Kapp. The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

BS Merkle LLC (1014 Pine Street), on behalf of Kevin Kapp (1816 Parkview Drive), is requesting a Special Use Permit for a bar/tavern at 1014 Pine Street. PIN# 01-2-24-05-07-202-030

The zoning matrix identifies a bar/tavern as a Special Use within the C-2 central business district.

Comprehensive Plan Consideration

The subject property is denoted as Industrial on the Comprehensive Plan’s Future Land Use Map.

Surrounding Uses

Direction	Land Use	Zoning
North	Single-Family Home	C-2
South	Vacant Commercial Building/Multifamily Dwellings	C-2
East	Joseph Matthews Salon	C-2
West	Multifamily Dwellings/Retail	C-2

Standards of Review for Special Use Permits

Below are the six (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or Special Use is consistent with the City's Comprehensive Plan;

The proposed use is consistent with the City’s Comprehensive Plan.



2. The effect the proposed amendment or Special Use would have on public utilities and on traffic circulation;

The proposed use would not have an effect on public utilities or traffic circulation. The bar already exists on the property and the new owner must obtain a Special Use Permit in their name.

3. Whether the proposed design, location and manner of operation of the proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment;

The use currently exists on the property and adequately protects the public health, safety and welfare, and the physical environment.

4. The effect the proposed Special Use would have on the value of neighboring property and on this City's overall tax base;

The use currently exists on the property and does not have an adverse effect on the value of neighboring property. The business contributes to the City's tax base.

5. The effect the proposed Special Use would have on public utilities; and

The use currently exists on the property and utilizes public utilities.

6. Whether there are any facilities near the proposed Special Use, such as schools or hospitals that require special protection.

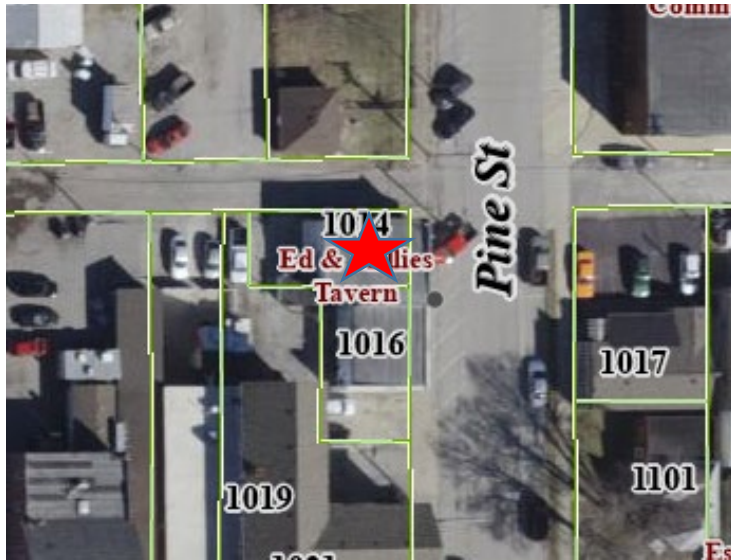
There are no facilities nearby that require special protection.

Staff Discussion

Ed & Millie's is a bar/tavern that is currently located on the property. The current owners are selling the property and the new owners must receive a Special Use Permit in their name in order to continue operations. Staff supports the continuance of this existing business.



Aerial Photograph



Site Photo



City of Highland
Building and Zoning

Ex B





City of Highland
Building and Zoning

Exhibit "C"
Determination of Special Use Permit

On July 6, 2022, the City of Highland Combined Planning and Zoning Board at its regular meeting approved approved with condition(s), denied a Special Use Permit for the following:

BS Merkle LLC (1014 Pine Street), on behalf of Kevin Kapp (1816 Parkview Drive), is requesting a Special Use Permit for a bar/tavern at 1014 Pine Street. PIN# 01-2-24-05-07-202-030

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approval (action) of this Special Use Permit, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): _____

Anthony Walker
Chairperson of the Combined Planning and Zoning Board

7/14/22
Date

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO BS MERKLE LLC TO ALLOW A BAR / TAVERN WITHIN THE C-2 COMMERCIAL ZONING DISTRICT AT 1014 PINE STREET

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the City Council has made the findings of fact, and the statement of its reasons for granting the Petition for Special Use Permit in question, in a separate resolution numbered as Resolution No. _____;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, AS FOLLOWS:

Section 1. BS Merkle LLC (“Owner”), is hereby granted a Special Use Permit in the “C-2” zoning district, as defined in Chapter 90 of the *Code of Ordinances, City of Highland*, for a bar / tavern at 1014 Pine Street, Highland, Illinois 62249.

Section 2. The Special Use Permit is granted.

Section 3. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect upon adoption.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

ORDINANCE NO. _____

AN ORDINANCE AMENDING ZONING CLASSIFICATION FROM “C-2” CENTRAL BUSINESS DISTRICT TO “I” INDUSTRIAL FOR 713 5TH STREET

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, Options HME, Inc., owner of 713 5th Street, Highland, Illinois (hereinafter “Property”), requests the Property be rezoned from “C-2” Central Business District to “I” Industrial; and

WHEREAS, properties adjacent and in proximity to the Property are zoned “I” Industrial and “C-2” Central Business District; and

WHEREAS, the Property is currently denoted as “commercial” on the Comprehensive Plan’s Future Land Use Map, and will be recommended for change to “I” Industrial on the Future Land Use Map should this zoning amendment be approved; and

WHEREAS, City Staff recommended to the Combined Planning and Zoning Board (“CPZB”) that it approve the Property being rezoned to “I” Industrial (*See* Staff Report attached hereto as **Exhibit A**); and

WHEREAS, CPZB recommend to the City Council that it approve the Property being rezoned to “I” Industrial (*See* CPZB Report attached hereto as **Exhibit B**); and

WHEREAS, the City Council finds it should approve the Property being rezoned to “I” Industrial.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. City has determined City Staff recommended to the CPZB Board that it approve the Property being rezoned to “I” Industrial (*See* **Exhibit A**).

Section 3. City has determined CPZB recommend to the City Council that it approve the Property being rezoned to “I” Industrial (*See* **Exhibit B**).

Section 4. City Council approves the Property being rezoned to “I” Industrial.

Section 5. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



Meeting Date: July 6, 2022

From: Breann Vazquez, Director of Community Development

Location: 713 5th Street

Zoning Request: Rezoning

Description: Rezoning from C-2 Central Business District to Industrial

Proposal Summary

The applicant and property owner is Options HME, Inc. The applicant of this case is requesting the following rezoning:

- Rezone 713 5th Street from C-2 Central Business District to Industrial. (PIN# 02-2-18-32-18-301-019)

This property is currently Options HME, Inc., which manufactures and installs mobility equipment. The rezoning is being requested in order to allow for the business to place an additional warehouse on the property.

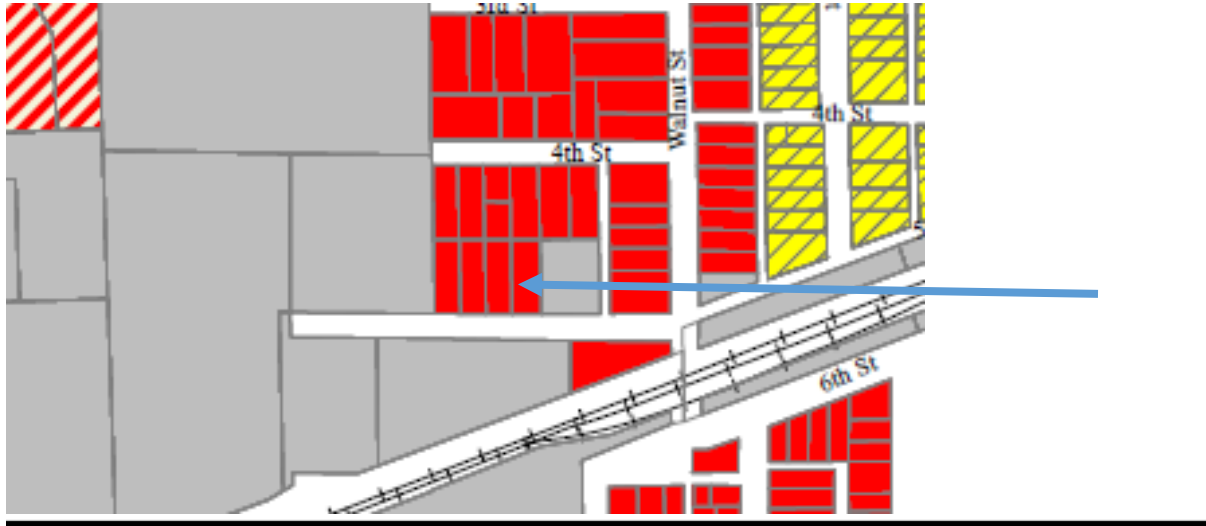
Comprehensive Plan Consideration

The Comprehensive Plan and Future Land Use Map are considered policy guides to current and future development. While they do not have the force of an ordinance, it is generally recommended that municipalities adhere to the findings, policies, principals, and recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified.

The subject property is denoted as “commercial” on the Comprehensive Plan’s Future Land Use Map. It is adjacent to “industrial” areas. The commercial business is appropriate in this location.



Zoning Map



Legend

- Corporate Boundary
- R-1-A - Single Family Residence 150 FT. Lot Width
- R-1-B - Single Family Residence 100 FT. Lot Width
- R-1-C - Single Family Residence 70 FT. Lot Width
- R-1-D - Single Family Residence 50 FT. Lot Width
- R-2-A - Multiple Family Residence 70 FT. Lot Width
- R-2-B - Multiple Family Residence 70 FT. Lot Width
- R-3 - Multiple Family Residence 60 FT. Lot Width
- C-2 - Central Business District No Lot Width Requirement
- C-3 - Highway Business District None
- C-4 - Limited Business No Lot Width Requirement
- I - Industrial District No Lot Width Requirement
- MX - Mixed Use
- Not In Corporate Limits

Future Land Use Map



Future Land Use

- Non-Urban/Ag
- Residential
- Med. Density Res.
- Multi-Family
- Institutional/Public
- Downtown
- Mixed Use
- Commercial
- Industrial



Standards of Review for Zoning Map Amendments and Findings of Fact

Below are the nine (9) consideration items listed in Section 90-88 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a zoning map amendment request.

- Existing use and zoning of the property in question.
The property is currently Options HME, Inc. and is zoned C-2.

- Existing use and zoning of other lots in the vicinity of the property in question.

Direction	Land Use	Zoning
North	Vacant Lot; Mobile Home	C-2
South	Highland Machine	Industrial
East	Highland Auto Wash	Industrial
West	Vacant Lot	C-2

- The extent to which the zoning map amendment may detrimentally affect nearby properties.
Nearby property will not be negatively affected. The area to the east and south is zoned Industrial and this area contains a variety of commercial and industrial uses.
- Suitability of the property in question for uses already permitted under existing requirements.
C-2 is primarily for downtown commercial uses and, therefore, is not the most appropriate zoning classification.
- Suitability of the property in question for the proposed uses.
The property is suitable for the existing business and future expansion.
- The type, density and character of development in the vicinity of the property in question, including changes, if any, which may have occurred since the property was initially zoned or last rezoned.
The proposed zoning goes with the character of the area. This area has a mixture of zoning districts, including industrial.
- The effect the proposed map amendment would have on the implementation of the City's Comprehensive Plan.
The proposed map amendment is consistent with the City's Comprehensive Plan.
- The effect the proposed map amendment would have on public utilities, other needed public services and traffic circulation on nearby streets.
There would not be a negative effect on public utilities, other needed public services and traffic circulation on nearby streets.
- Whether the map amendment will promote the health, safety, quality of life, comfort and general welfare of the city.
The map amendment will promote the health, safety, quality of life, comfort and general welfare of the city.



Staff Discussion

Options HME, Inc. is currently located on the property and will continue to remain there. Rezoning is necessary in order to allow for further warehouse expansion for routine business operations. Even without expansion, this property does not match the intent of the C-2 district and is better suited for industrial zoning. Staff has no concerns.

Aerial Photograph



Site Photos





City of Highland
Building and Zoning

Exhibit "C"
Determination for Zoning Text Amendment

On July 6, 2022, the City of Highland Combined Planning and Zoning Board at its regular meeting approved/denied a Zoning Text Amendment for the following:

Options HME Inc. (25 Shannon Ct.) is requesting to rezone 713 5th Street from C-2 Central Business District to Industrial. PIN# 02-2-18-32-18-301-019

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approve (action) of this Zoning Text Amendment, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did/did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): _____

Anthony Walker
Chairperson of the Combined Planning and Zoning Board

7/6/22
Date

EXHIBIT "A"

Zoning Map Amendment Rezoning Application

Return Form to:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fees: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Options HME Inc. Phone: 618-920-1207
Address: 25 Shannon Ct., Highland, IL Zip: 62249
Email Address: jim.campbell@optionshme.com
Owner: SAME Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Street Address or Parcel ID of Property: 713 5th Street; PIN# 02-2-18-32-18-301-019

Property is Located In (Legal Description): Attached

Present Zoning: C-2 Requested Zoning: Industrial Acreage: 0.25

Present Use of Property: Options HME Inc.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Vacant Lot; Manufactured Home</u>	<u>C-2</u>
South	<u>Highland Machine</u>	<u>Industrial</u>
East	<u>Highland Auto Wash</u>	<u>Industrial</u>
West	<u>Vacant Lot</u>	<u>C-2</u>

RELATIONSHIP TO EXISTING ZONING PATTERN:

1. Would the proposed change create a small, isolated district unrelated to surrounding districts? Yes _____ No If yes, explain: _____

2. Are there substantial reasons why the property cannot be used in accordance with existing zoning? Yes No _____ If yes, explain: The existing business cannot add on a warehouse to expand operations within the C-2 district.

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Is the proposed change consistent with the goals, objectives and policies set forth in the Comprehensive Plan? Yes No _____
2. Is the proposed change consistent with the Future Land Use Map? Yes _____ No

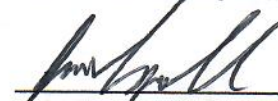
UNIQUE CHARACTERISTICS OF PROPERTY AND ADDITIONAL COMMENTS:

The FLU map shows this as C-2, although this area is currently and has been industrial,

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property proposed to be rezoned. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. If the proposed zoning is a Planned Use or requires a special use permit, the rezoning application shall be accompanied by a use permit application defining the specifically requested use or list of uses.
5. Application fee.
6. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS


Applicant's Signature

6/2/22
Date

Options HME, Inc.

**Dependable Home Mobility
Equipment Services**

June 2, 2022

Narrative for Rezoning of 713 5th Street

We are making the request to rezone our 713 5th street location from commercial to industrial so we may construct an additional warehouse to increase our product offering and reduce delivery time. This will help our business grow, increasing sales and employment opportunities.

There should not be a negative impact on the surrounding properties since we are surrounded by properties zoned as industrial. There will not be a negative impact on traffic. Currently 5th Street is used to service our industrial neighbors, Highland Machine and Clean.

Missouri
(636) 489-0055

Illinois
713 5th Street
Highland, IL 62249
(618) 310-0086

www.optionshme.com

RESOLUTION NO. _____

**A RESOLUTION MAKING SEPARATE STATEMENT OF FINDINGS OF FACT
IN CONNECTION WITH ORDINANCE GRANTING SPECIAL USE PERMIT FOR A
DRIVE-THROUGH WITHIN THE C-2 ZONING DISTRICT**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, Section 90-81 of the *Code of Ordinances, City of Highland*, provides that the City Council “may grant a special use permit by ordinance,” but requires that “In a separate statement accompanying any such ordinance, the Council shall state findings of fact, and indicate reasons for approving . . . the request for a special use permit;” and

WHEREAS, Plocher Construction, on behalf of Rehberger Holdings, LLC (“Owner”), has filed a Petition for a Special Use Permit to allow for a drive-through within the C-2 zoning district at 916 6th Street, 608 Washington Street, and 620 Washington Street, Highland, IL 62249, in accord with the *Code of Ordinances, City of Highland*; and

WHEREAS, a copy of the Petition for a Special Use Permit is attached as **Exhibit A** and incorporated by reference as though fully set forth herein; and

WHEREAS, a copy of the Combined Planning and Zoning Board (“CPZB”) Staff Report is attached hereto as **Exhibit B** and incorporated by reference as though fully set forth herein; and

WHEREAS, **Exhibit A** and **Exhibit B** were all considered as part of the Petition for a Special Use Permit by CPZB; and

WHEREAS, CPZB recommended approval of this special use pursuant to **Exhibit A** and **Exhibit B**. *See* CPZB Determination of Special Use Permit attached hereto as **Exhibit C**.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The City Council makes the following findings of fact concerning the *procedures* followed to present the Petition for a Special Use Permit (**Exhibit A, B**) for approval:

(a) The Administrator to whom the Petition for a Special Use Permit was submitted referred the matter to the CPZB.

(b) The CPZB met in regular session on July 6, 2022, at 7:00 p.m., at City Hall, 1115 Broadway, Highland, Illinois, to consider and act upon the Petition for a Special Use Permit.

(c) Public notice of the hearing to be held at the CPZB meeting was published pursuant to Illinois state law, and the Owner was notified of the hearing to be held at the meeting by mail, with postage thereon fully prepaid.

(d) At the hearing, the CPZB took and heard evidence and the CPZB prepared and submitted its advisory report to the City Council recommending approval of the Petition for a Special Use Permit.

(e) The City Council finds the steps recited above, in compliance with the *Code of Ordinances, City of Highland*, to be facts, and further finds and determines that the matters and proceedings to date are in accordance with the *Code of Ordinances, City of Highland*.

Section 2. The City Council makes the following findings of fact concerning the *merits* of the Petition for a Special Use Permit (**Exhibit A, B and C**):

(a) The proposed Special Use will adequately protect the public health, safety, general welfare, economic welfare, and the physical environment of the surrounding area and the City.

(b) The proposed Special Use is consistent with the City's Comprehensive Plan.

(c) The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets.

(d) There are no facilities near the proposed Special Use that require the need for special protection.

(e) The location – where the Special Use will be made pursuant to the Special Use Permit – is zoned “C-2”

(f) The granting of this Special Use Permit would be in the best interest of the City, and the Special Use Permit should be granted by ordinance.

Section 3. This resolution shall constitute the separate statement of findings of fact, supporting the granting of the Special Use Permit, required by Section 90-81 of the *Code of*

Ordinances, City of Highland, and shall be permanently attached to the ordinance adopted granting the Special Use Permit.

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Plocher Construction Company Phone: 618-654-9408
Address: 2808 Thole-Plocher Road Zip: 62249
Email Address: amkampwerth@plocherco.com
Owner: Heiberger Holdings, LLC Phone: 800-818-2502
Address: 3945 N Neenah Ave, Chicago, IL Zip: 60634
Email Address: jeff@luckylincolngaming.com

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 02-2-18-32-19-403-017 02-2-18-32-19-403-018 02-2-18-32-19-403-019

Property is Located In (Legal Description): The corner of Washington Street and 6th Street. Old gas station location.
The total site is the combination of 3 parcels in a row. Parcel numbers above.
The three parcels will be combined in the city council meeting at the same time that special use permit is being discussed.

Present Zoning Classification: _____ Acreage: 0.45

Present Use of Property: Vacant gas station and vacant homes.

Proposed Land Use: Coffee lounge with gaming room.

Description of proposed use and reasons for seeking a special use permit:

The new coffee lounge will also have a drive thru on the South side of the building, which warrants a special use permit.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Barnett's Pest Control</u>	<u>Commercial</u>
South	<u>House</u>	<u>Single Family - Residential</u>
East	<u>House</u>	<u>Single Family - Residential</u>
West	<u>House</u>	<u>Single Family - Residential</u>

Should this special use be valid only for a specific time period? Yes _____ No X

If Yes, what length of time? _____

<i>Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.</i>	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	X	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	X	
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	X	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	X	
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	X	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

Arianna Kampwerth
Applicant's Signature

12/30/2021
Date



To whom it may concern,

Molly's Mocha, with the help of Plocher Construction Company, is proposing to construct a new cafe and gaming room at the location of the vacated Kountry Store and the two vacated houses at 608 Washington Street and 620 Washington Street. Molly's Mocha will have a cozy spacious interior for diners and a drive thru window at the South side of the building for customers on the go.

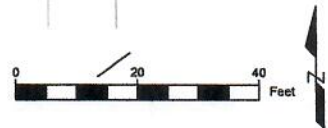
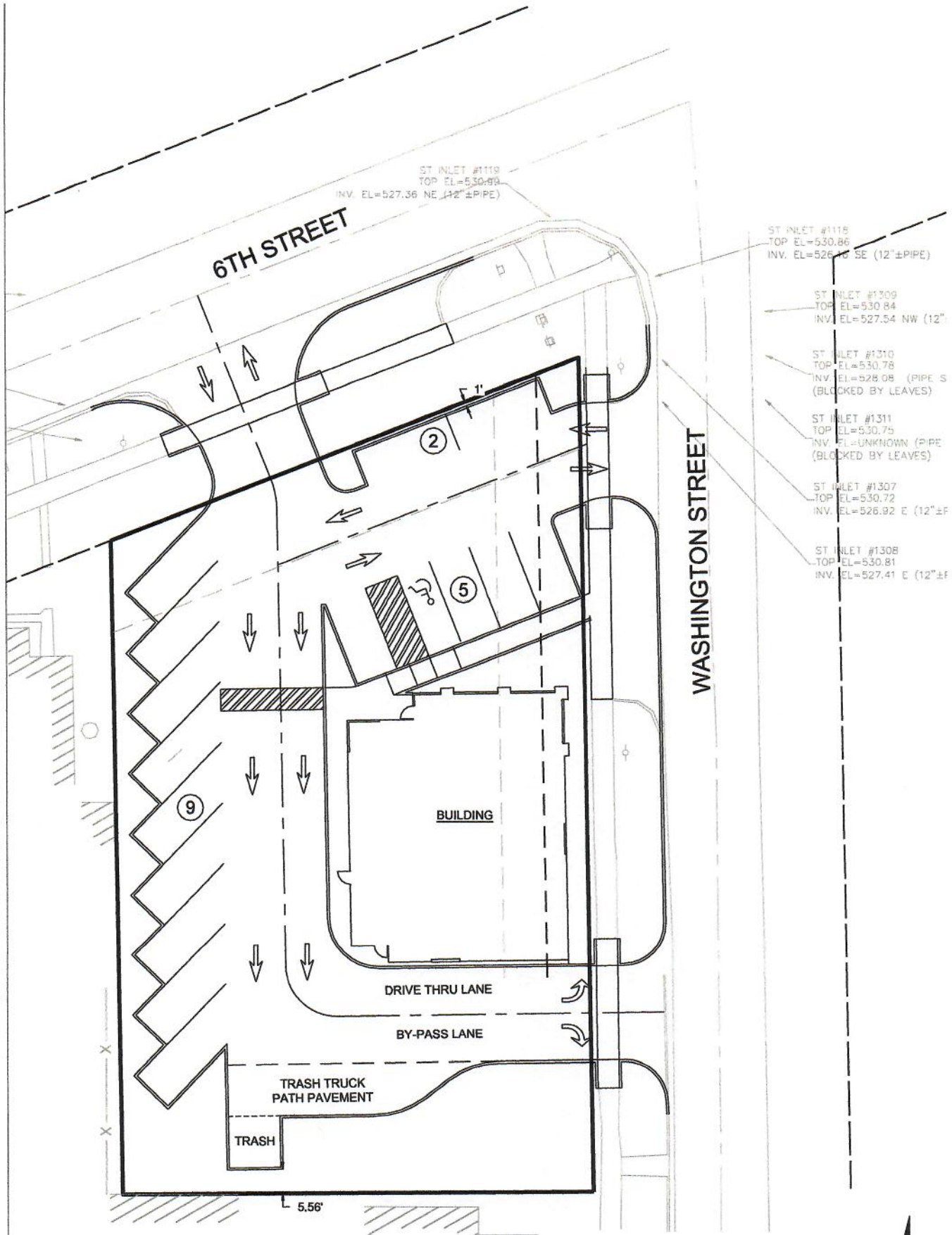
By bringing this relinquished corner back to life, Molly's Mocha intends on serving the many travelers who pass by this location on a daily basis. Molly's Mocha will have a very modern, clean finish from all angles, as shown in the attached renderings. A fence or landscape screening will be constructed, per City of Highland's ordinance, at property lines adjacent to residential properties. A traffic study has also been conducted to ensure proper site design.

Arianna Kampwerth

Project Manager
Plocher Construction Company

2808 Thole Plocher Road Highland, IL 62249 • P 618.654.9408 F 618.654.6454 • www.plocherco.com





MOLLY'S MOCHA
PRELIMINARY SITE LAYOUT 06/23/2022
16 TOTAL SPACES, INCLUDING ADA



Meeting Date: July 6, 2022

From: Breann Vazquez, Director of Community Development

Location: 916 6th Street, 608 Washington Street, 620 Washington Street

Zoning Request: Special Use Permit

Description: SUP to allow for a drive-through

Proposal Summary

The applicant of this case is Plocher Construction on behalf of property owner Rehberger Holdings, LLC. The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

- **Plocher Construction Company (2808 Thole-Plocher Road), on behalf of Rehberger Holdings, LLC (3945 N. Neenah Ave., Chicago, IL 60634) is requesting a Special Use Permit for a drive-through at 916 6th Street, 608 Washington Street, and 620 Washington Street. PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32- 19-403-019**

The zoning matrix identifies “drive-through establishment” as a Special Use within the C-2 central business district.

Comprehensive Plan Consideration

The subject property is denoted as downtown on the Comprehensive Plan’s Future Land Use Map. A drive-through establishment is an appropriate Special Use for the downtown area.

Surrounding Uses

Direction	Land Use	Zoning
North	Barnett’s Pest Control	Industrial
South	Single-Family Home	C-2
East	Single-Family Home	R-1-D
West	Single-Family Home	C-2

Standards of Review for Special Use Permits

Below are the six (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or Special Use is consistent with the City's Comprehensive Plan;



The proposed Special Use is consistent with the Comprehensive Plan.

2. The effect the proposed amendment or Special Use would have on public utilities and on traffic circulation;

The proposed Special Use would not have an adverse effect on public utilities. Per Section 90-206 of the Municipal Code, a traffic study is required to ensure that the drive-through will not have a negative impact on traffic circulation.

3. Whether the proposed design, location and manner of operation of the proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment;

The proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment.

4. The effect the proposed Special Use would have on the value of neighboring property and on this City's overall tax base;

The proposed Special Use will not have a detrimental impact on the value of neighboring property or on the City's overall tax base.

5. The effect the proposed Special Use would have on public utilities; and

The proposed Special Use will utilize public utilities.

6. Whether there are any facilities near the proposed Special Use, such as schools or hospitals that require special protection.

There are no facilities nearby that require special protection.

Staff Discussion

A coffee drive-through establishment would be an asset to the community and this proposal would make use of three currently vacant lots, which will be combined into one lot. The applicant has proposed to meet all necessary site requirements, including drive-through queuing, parking, and setbacks. Each of these items will be verified in the site plan review and permitting phase. A traffic study is also required per code to ensure that traffic flow will not congest the surrounding area. Staff recommends approval of the SUP contingent upon staff's approval of the traffic study.



Aerial Photograph



Site Photos





City of Highland
Building and Zoning

Ex B





City of Highland
Building and Zoning

Exhibit "C"
Determination of Special Use Permit

On July 6, 2022, the City of Highland Combined Planning and Zoning Board at its regular meeting approved, approved with condition(s), denied a Special Use Permit for the following:

Plocher Construction Company (2808 Thole-Plocher Road), on behalf of Rehberger Holdings, LLC (3945 N. Neenah Ave., Chicago, IL 60634) is requesting a Special Use Permit for a drive-through at 916 6th Street, 608 Washington Street, and 620 Washington Street. PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approval w/ conditions (action) of this Special Use Permit, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): SPECIAL USE PERMIT IS CONTINGENT UPON STAFF
APPROVAL OF THE TRAFFIC STUDY

Anthony Walker

Chairperson of the Combined Planning and Zoning Board

7/6/22
Date



City of Highland

Building and Zoning

Meeting Date: July 6, 2022
From: Breann Vazquez, Director of Community Development
Description: Preliminary Plat for Molly's Mocha Subdivision

Proposal Summary

Plocher Construction Company (2808 Thole-Plocher Road), on behalf of Rehberger Holdings, LLC (3945 N. Neenah Ave., Chicago, IL 60634) is requesting a preliminary plat to combine 916 6th Street, 608 Washington Street, and 620 Washington Street into one parcel. PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019

Purpose

In order to combine the three existing parcels into one lot, the subdivision process is necessary. However, this subdivision does not involve any new infrastructure. The lot combination is needed in order to contain a proposed use within one parcel.

The City has verified that all necessary utility easements are shown on the preliminary plat.

Aerial View



Lot lines to be removed

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO PLOCHER CONSTRUCTION, ON BEHALF OF REHBERGER HOLDINGS, LLC, TO ALLOW A DRIVE-THROUGH WITHIN THE C-2 ZONING DISTRICT AT 916 16TH STREET, 608 WASHINGTON STREET, AND 620 WASHINGTON STREET

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the City Council has made the findings of fact, and the statement of its reasons for granting the Petition for Special Use Permit in question, in a separate resolution numbered as Resolution No. _____;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, AS FOLLOWS:

Section 1. Plocher Construction, on behalf of Rehberger Holdings, LLC (“Owner”), is hereby granted a Special Use Permit in the “C-2” zoning district, as defined in Chapter 90 of the *Code of Ordinances, City of Highland*, for a drive-through at 916 6th Street, 608 Washington Street, and 620 Washington Street, Highland, Illinois 62249.

Section 2. The Special Use Permit is granted.

Section 3. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect upon adoption.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

RESOLUTION NO. _____

A RESOLUTION APPROVING PRELIMINARY PLAT FOR PROPOSED SUBDIVISION TO BE DEVELOPED BY PLOCHER CONSTRUCTION, ON BEHALF OF REHBERGER HOLDINGS, LLC, LOCATED IN MADISON COUNTY, ILLINOIS, PPN: 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, pursuant to the City Code, Plocher Construction Company (2808 Thole-Plocher Road), on behalf of Rehberger Holdings, LLC (3945 N. Neenah Ave., Chicago, IL 60634; hereinafter “Owner”), is requesting a preliminary plat to combine 916 6th Street, 608 Washington Street, and 620 Washington Street into one parcel, more particularly described as follows: PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019 (*see* Preliminary Plat attached hereto as **Exhibit A**); and

WHEREAS, the Combined Planning and Zoning Board (“CPZB”) met at a properly noticed meeting on July 6, 2022; and

WHEREAS, a public hearing was conducted by the CPZB on Owner’s proposed Preliminary Plat (**Exhibit A**) on July 6, 2022; and

WHEREAS, at the July 6, 2022 CPZB meeting, the CPZB considered Owner’s Preliminary Plat (**Exhibit A**); and

WHEREAS, after consideration and discussion by the CPZB, the CPZB voted to approve Owner’s Preliminary Plat (see CPZB Determination Sheet attached hereto as **Exhibit B**); and

WHEREAS, City has determined that it is in the best interests of public health, safety, general welfare, and economic welfare to approve Owner’s Preliminary Plat (**Exhibits A, B**).

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland.

Section 2. After appropriate review and discussion, Owner's Preliminary Plat (**Exhibit A**) is approved.

Section 3. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

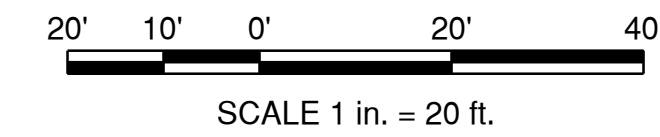
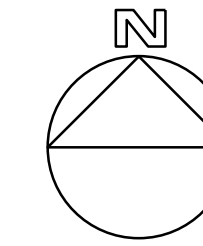
ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

PRELIMINARY PLAT

MOLLY'S MOCHA SUBDIVISION

A CONSOLIDATION OF LOTS 9,10 AND 11 IN BLOCK 50
 OF JOSEPH KOEPFLI'S ADDITION TO HIGHLAND, AS RECORDED
 IN PLAT BOOK 3, PAGE 29 OF MADISON COUNTY RECORDS,
 ALSO BEING PART OF THE SOUTHEAST QUARTER OF SECTION 32,
 TOWNSHIP 4 NORTH, RANGE 5 WEST OF THE THIRD
 PRINCIPAL MERIDIAN, CITY OF HIGHLAND,
 MADISON COUNTY, ILLINOIS
 0.44 ACRES IN SUBDIVISION
 FEBRUARY 9, 2022

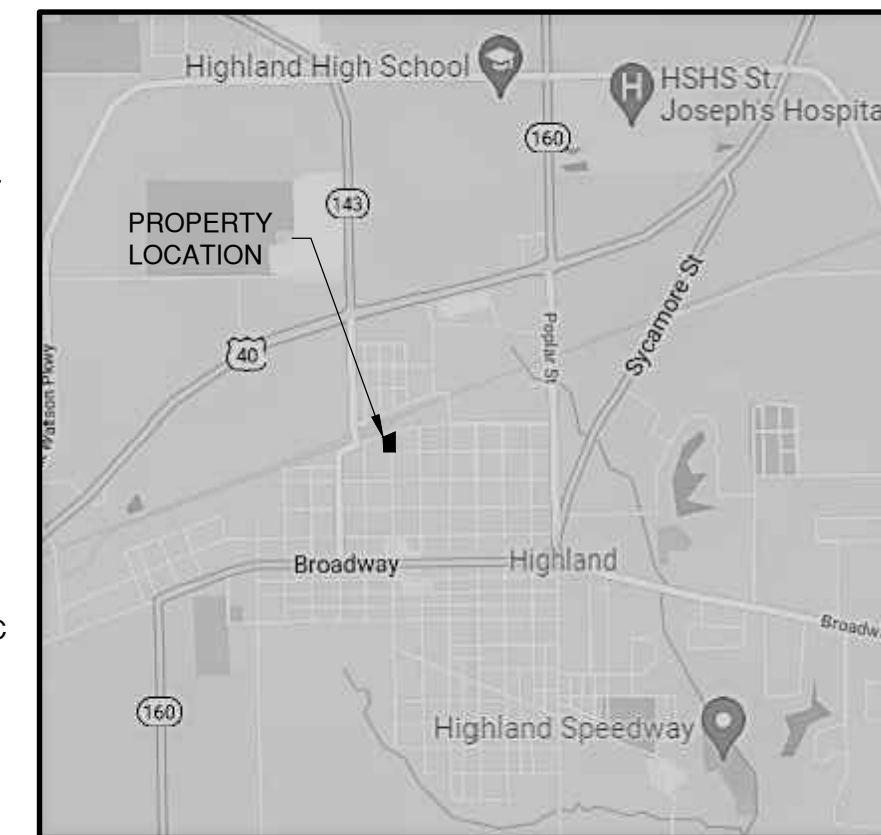


NOTES:

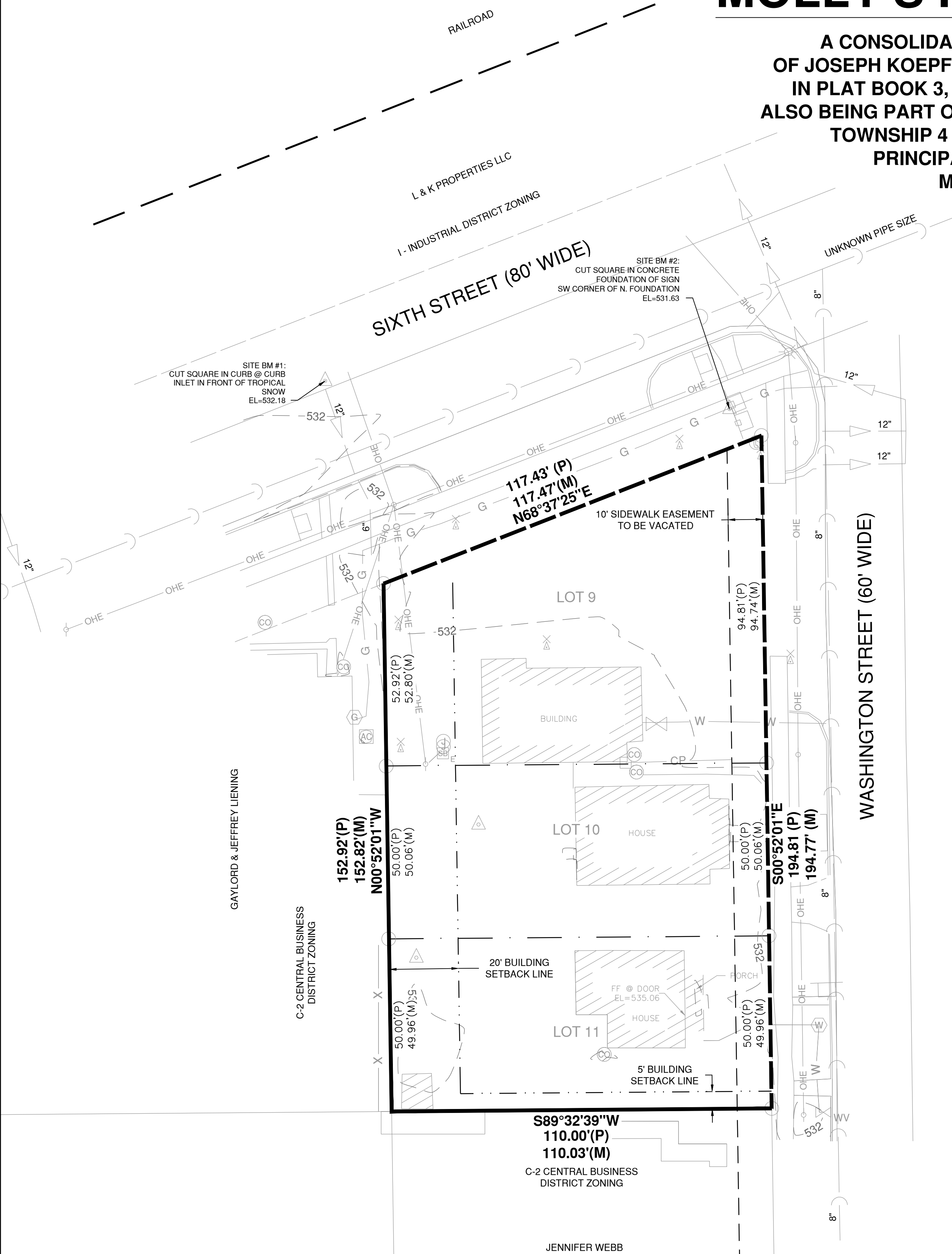
- THIS PLAT IS NOT FOR RECORD.
- PROPERTY IS ZONED C-2 CENTRAL BUSINESS DISTRICT IN THE CITY OF HIGHLAND IL. ADJACENT LAND ZONING IS SHOWN ON PLAT. MINIMUM FRONT-LINE SETBACK: NONE. MINIMUM REAR LOT LINE SETBACK: SIX FEET. MINIMUM SIDE YARD SETBACK: NONE.
- THE GROSS AND NET ACREAGE OF THE SUBDIVISION IS 19,122 SQUARE FEET (0.44 ACRES). THERE ARE NO NEW PUBLIC STREETS OR COMMON AREAS CREATED BY THIS SUBDIVISION.
- SIXTH STREET IS UNDER THE JURISDICTION OF THE CITY OF HIGHLAND IL AND IS CLASSIFIED AS A MINOR ARTERIAL.
- WASHINGTON STREET IS UNDER THE JURISDICTION OF THE CITY OF HIGHLAND IL AND IS CLASSIFIED AS A MAJOR COLLECTOR.
- ACCESS WILL BE PROVIDED BY PRIVATE ENTRANCES OFF SIXTH STREET AND WASHINGTON STREET.
- EXISTING DEVELOPMENT CONSISTING OF FORMER GAS STATION AND TWO RESIDENTIAL HOMES WILL BE DEMOLISHED.
- STORM WATER DETENTION REQUIREMENT FOR PROPOSED DEVELOPMENT IS UNKNOWN AT THE TIME OF THIS PRELIMINARY PLAT.

LEGEND

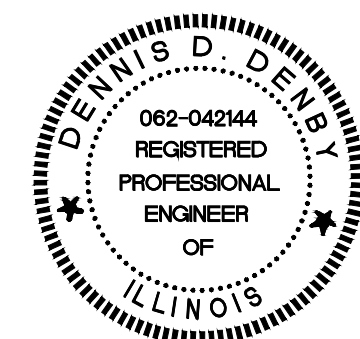
- BOUNDARY LINE
- LOT LINE
- RIGHT OF WAY
- EASEMENT
- EXISTING SANITARY SEWER
- EXISTING WATER
- EXISTING OVERHEAD ELECTRIC
- EXISTING GAS
- EXISTING STORM SEWER
- EXISTING CONTOUR



KEY MAP



PAUL THALHAMMER
 DONA & RENNA GATHARD
 CODY VENTIMIGLIA
 MARY SCHEIBEL



SURVEYOR/ENGINEER:
 CRAWFORD, MURPHY, & TILLY
 314 WOLF STREET
 EDWARDSVILLE, IL 62025
 ENGINEER: DENNIS DENBY
 SURVEYOR: MIKE MIZEUR

DEVELOPER/OWNER:
 REHBERGER HOLDINGS, LLC
 #3945 N. NEENAH AVE.
 CHICAGO, IL 60634
 PHONE: 800-818-2502



License No. 184-000613
 CONSULTANTS

SECTION 32-T4N-R5W

OWNER
 REHBERGER HOLDINGS, LLC

FEBRUARY 9, 2022
 HIGHLAND, ILLINOIS

MARK	DATE	DESCRIPTION

MOLLY'S MOCHA SUBDIVISION
PRELIMINARY PLAT

Path: \\cmr\engr\com\disc\p\m\BS\p\m\2100164500_MollyDraw\Draw\Sheets\Preliminary\Plat.dwg
 Date: Wednesday, February 2, 2022 2:46:27 PM



City of Highland
Building and Zoning

Exhibit "C"
Determination of Preliminary Plat Review

On July 6, 2022, the City of Highland Combined Planning and Zoning Board at its regular meeting approved denied, waived, tabled a Preliminary Plat Review of the following:

Plocher Construction Company (2808 Thole-Plocher Road), on behalf of Rehberger Holdings, LLC (3945 N. Neenah Ave., Chicago, IL 60634) is requesting a preliminary plat to combine 916 6th Street, 608 Washington Street, and 620 Washington Street into one parcel. PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approval (action) of this Subdivision Plat Review, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did/did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): _____

Anthony Walker
Chairperson of the Combined Planning and Zoning Board

7/6/22
Date



To whom it may concern,

This letter serves as a request to review and approve the preliminary plat provided with this letter for Molly's Mocha. Existing properties, 916 6th Street, 608 Washington Street, and 620 Washington Street have been purchased by Molly's Mocha and will be combined before the construction of their new facility. Exhibits of this new proposed construction are provided in the corresponding Special Use Permit Application. Thank you in advance for your time and effort it will take to review and approve the preliminary plat.

Arianna Kampwerth

Project Manager
Plocher Construction Company
618.654.9408
2808 Thole-Plocher Road, Highland, IL 62249

2808 Thole Plocher Road Highland, IL 62249 • P 618.654.9408 F 618.654.6454 • www.plocherco.com

Exhibit 2. Checklist for Preliminary Plat

Name of subdivision: Molly's Mocha

Date of submission: February 9, 2022

Eighteen (18) copies of the preliminary plat shall be submitted. To properly execute this checklist, the subdivider, or engineer, shall:

- Insert the required information.
- Denote compliance with applicable ordinances by placing initials in all spaces where applicable.
- Denote those items which the subdivider, or engineer, considers "not applicable" to the is particular subdivision by the abbreviation "N.A."

Every subdivision preliminary plat shall be prepared by a registered Professional Engineer and Professional Land Surveyor, State of Illinois, at any scale from one inch equals 10 feet through one inch equals 100 feet, provided the resultant drawing does not exceed 24 inches by 36 inches and shall contain the following:

1. Small key map showing the relation of the proposed subdivision to platted subdivisions and dedicated roads within 2,500 feet of the proposed subdivision.
2. Names and addresses of the owner, developer (if not the owner), Name and seal of Registered Professional Engineer of Illinois and Professional Land Surveyor, State of Illinois.
3. Proposed name of the subdivision, location given by township, range, section, or other legal description.
4. Title Block must include the wording Preliminary Plat
5. Zoning district classification of the tract to be subdivided, and of the adjacent land.
6. If the plat is shown on two or more sheets, an index shall be provided on each sheet alone with corresponding "match lines".
7. North arrow, graphic scale, and date of map.
8. The gross and net acreage area of the proposed subdivision, the acreage of streets, and of any areas reserved for the common use of the property owners within the subdivision and for public use
9. All lot lines adjacent to and abutting the subdivision.
 - a. Ownership of the surrounding land.
 - b. Alignment of existing streets and rights-of-way.
 - c. Section and corporate limit lines.
10. Tract boundary lines showing dimensions, bearings, and references to known land lines.
11. Topography of the tract to be subdivided as indicated by two-foot contour data for land having slopes of zero to four percent, five-foot contour data for land having slopes between four to 12 percent, and ten-foot contour data for land having slopes of 12 percent or more. Benchmarks indicating location, description, and elevation.

- CODE OF ORDINANCES
 Chapter 66 - LAND DEVELOPMENT CODE
 APPENDIX A - CHECKLISTS AND DETAILS
 Exhibit 2. Checklist for Preliminary Plat

- NA 12. Delineation of pre-development drainage basins showing directions of flow and downstream receiving facility.
- NA 13. Delineation of post-development drainage basins showing directions of flow and downstream receiving facility.
- ✓ 14. Any proposed alteration, adjustment or change in the elevation or topography of any area.
- ✓ 15. Locations of such features as bodies of water, ponding areas, natural drainageways, railroads, cemeteries, bridges, parks, schools, permanent structures, buildings, etc.
- ✓ 16. Streets and rights-of-way on and adjoining the site of the proposed subdivision; showing the names and including street right-of-way and paving widths; approximate gradients; types and widths of pavement, curbs, sidewalks, crosswalks, planting strips and other pertinent data, including classification of all existing or proposed streets as to function as arterial, collector, residential, major, minor or other roads.
- NA 17. A copy of the results of any tests made to ascertain subsurface rock and soil conditions and the water table.
- ✓ 18. Locations, widths, and purposes of all existing and proposed easements.
- NA 19. A copy of the description of all proposed deed restrictions and covenants.
- ✓ 20. Location and size of existing and proposed sanitary sewers, storm sewers and potable water lines.
- ✓ 21. Locations, types, and approximate sizes of all other existing and proposed utilities.
- ✓ 22. Front building setback or front yard lines and dimensions.
- NA 23. Locations, dimensions, and areas of all parcels to be reserved or dedicated for schools, parks/playgrounds, and other public purposes.
- ✓ 24. Locations, dimension, and areas of all proposed or existing lots within the subdivision.
- NA 25. Indication on drawing, or by certificate, that the developer is aware of the responsibility for installation of street signs.
- ✓ 26. Electronic Submittal of preliminary plat to the City of Highland in a format compatible to the City of Highland GIS system.

Completed by:

Name	<u>Dennis Denby</u>
Address	<u>314 Wolf Street</u>
	<u>Edwardsville, IL 62025</u>
Telephone	<u>314-571-9054</u>
Date	<u>February 1, 2022</u>



City of Highland

Building and Zoning

Meeting Date: July 6, 2022
From: Breann Vazquez, Director of Community Development
Description: Preliminary Plat for Molly's Mocha Subdivision

Proposal Summary

Plocher Construction Company (2808 Thole-Plocher Road), on behalf of Rehberger Holdings, LLC (3945 N. Neenah Ave., Chicago, IL 60634) is requesting a preliminary plat to combine 916 6th Street, 608 Washington Street, and 620 Washington Street into one parcel. PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019

Purpose

In order to combine the three existing parcels into one lot, the subdivision process is necessary. However, this subdivision does not involve any new infrastructure. The lot combination is needed in order to contain a proposed use within one parcel.

The City has verified that all necessary utility easements are shown on the preliminary plat.

Aerial View



Lot lines to be removed

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE FINAL PLAT OF
MOLLY’S MOCHA SUBDIVISION**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, Plocher Construction Company, on behalf of Rehberger Holdings, LLC (hereinafter “Owner”), is requesting a final plat to combine 916 6th Street, 608 Washington Street, and 620 Washington Street into one parcel, more particularly described as follows: PIN# 02-2-18-32-19-403-017, 02-2-18-32-19-403-018, 02-2-18-32-19-403-019 (*see* Final Plat attached hereto as **Exhibit A**); and

WHEREAS, City has determined Owner has met the requirements of City Code for final platting of Molly’s Mocha Subdivision (*See Exhibit A*), and should be permitted to have Molly’s Mocha Subdivision final platted pursuant to approval by City Council, and in accordance with all applicable Illinois statutes and City Ordinances; and

WHEREAS, City staff has reviewed the Molly’s Mocha Subdivision final plat (*See Exhibit A*); and

WHEREAS, City has determined the final plat for Molly’s Mocha Subdivision substantially conforms to the approved preliminary plat; and

WHEREAS, City has determined the final plat for Molly’s Mocha Subdivision manifests substantial compliance with the design and improvements standards of the City Code; and

WHEREAS, to the City Council’s knowledge and belief, the final plat for Molly’s Mocha Subdivision complies with all pertinent requirements of state law; and

WHEREAS, City has determined the Molly’s Mocha Subdivision final plat should be approved (*See Exhibit A*).

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE
CITY OF HIGHLAND:**

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. After appropriate review and discussion, the Final Plat of Molly’s Mocha Subdivision is approved (*See Exhibit A*).

Section 3. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

FINAL PLAT

MOLLY'S MOCHA SUBDIVISION

A CONSOLIDATION OF LOTS 9, 10 AND 11 IN BLOCK 50
OF JOSEPH KOEPLF'S ADDITION TO HIGHLAND, AS RECORDED
IN PLAT BOOK 3, PAGE 29 OF MADISON COUNTY RECORDS,
ALSO BEING PART OF THE SOUTHEAST QUARTER OF SECTION 32,
TOWNSHIP 4 NORTH, RANGE 5 WEST OF THE THIRD
PRINCIPAL MERIDIAN, CITY OF HIGHLAND,
MADISON COUNTY, ILLINOIS
0.44 ACRES IN SUBDIVISION
FEBRUARY 9, 2022

Legal Description

All of Lots 9, 10 & 11 in Block 50 of Joseph Koepfl's Addition to Highland, a Subdivision recorded in Plat Book 3, Page 29 of the Madison County, Illinois, Recorder's Office, and subsequently transcribed to Plat Book 20, Page 78; situated in the Southeast Quarter of Section 32, Township 4 North, Range 5 West of the Third Principal Meridian, City of Highland, Madison County, Illinois

Said parcel also described with metes & bounds description as follows:

BEGINNING at a point on the west right of way of Washington Street, also being the southeast corner of Lot 11 of Block 50 of Joseph Koepfl's Addition to Highland as recorded in Plat Book 3 on Page 29 of Madison County Records and subsequently transcribed to Plat Book 20, Page 78; thence North 89 degrees 32 minutes 39 seconds West, along the south line of said Lot 11, 110.03 feet to the southwest corner of said Lot 11; thence North 00 degree 52 minutes 01 second West, along the west line of said Lot 11, also being the west lines of Lots 9 and 10 of said Joseph Koepfl's Addition to Highland, 152.82 feet to the southerly right of way of Sixth Street; thence North 68 degrees 37 minutes 25 seconds East, along said southerly right of way, 117.47 feet to the west right of way of said Washington Street; thence South 00 degree 52 minutes 01 second East, along said west right of way, 194.77 feet to the POINT OF BEGINNING, containing 19,122 square feet or 0.44 acres more or less.

Said metes and bounds description only provided for reference and shall not replace Lot/Block/Subdivision legal description.

NOTES

1. Basis of Bearings are Illinois State Plane West Zone, NAD 83.
2. Subject property is zoned C-2 Central Business District.

Setback Requirements

As per Section 90-162 of City of Highland Code Minimum Setbacks are as follows:

- From front lot line: None
- From rear lot line: 20 Feet
- From side lot line: 5 Feet

(Subject property abuts existing homes, R-1-D Setbacks are applied, as per Section 90-125 of City of Highland Code.)

3. Subject property is classified as Zone X - Areas determined to be outside 500-year flood plain by FEMA Community Panel #170445-0001-B.
4. All property and adjoining property information, parcel I.D. numbers and record information based upon Madison County GIS viewer and shall be verified prior to use by others.
5. No title search and/or commitment were provided for this survey which may disclose easements, reservations, agreements, right of ways and/or other similar matters and encumbrances. No search was made of public records in the preparation of this plat.
6. Joseph Koepfl's Addition to Highland is recorded in Plat Book 3 on Page 29 and was subsequently transcribed to Plat Book 20 on Page 78 of Madison County Records.
7. Field work was completed January, 2022.
8. Parcel Identification Numbers at time of survey:
Lot 9 - P.I.D.#02-2-18-32-19-403-016
Lot 10 - P.I.D.#02-2-18-32-19-403-018
Lot 11 - P.I.D.#02-2-18-32-19-403-019
9. Address of the consolidated lots hereinafter known as MOLLY'S MOCHA SUBDIVISION is #616 Washington Street.

9-1-1 Certificate

I, Dana Brooks Madison County 9-1-1 Coordinator do hereby certify that the street/road/highway names and numbering system on the attached plat have been reviewed and approved for use.

Dana Brooks
9-1-1 Coordinator

2/4/22
Date

Owner's Certificate

We, the owners of Rehberger Holdings, LLC, have caused the said tract to be surveyed and subdivided in the manner shown, and said tract to be hereinafter known as MOLLY'S MOCHA SUBDIVISION. All rights-of-way and easements shown hereon are hereby dedicated to the use of the public forever including the release and waiver of the right of homestead under the homestead exemption laws of the State of Illinois. We further state that this land is located within the boundary of Highland Community Unit School District # 5.

Dated this 11th day of May, 2022.

(Seal) M. Rehberger

(Seal) _____

Notary Certificate

State of Illinois)
) ss.
County of Madison)

I, _____ a notary public in and for the county aforesaid, do hereby certify that _____ are personally known to me to be the same persons whose names are subscribed to the foregoing instrument, and that they appeared before me this day in person and acknowledged that they signed and sealed the same as their free voluntary act for the uses and purposes therein set forth, including the release of waiver of the right of homestead.

Given under my hand and notarial seal this _____ day of _____, 20____

Notary Public

Surveyor's Certificate

I, Michael E. Mizeur, an Illinois professional land surveyor, have surveyed and subdivided the above-described property. I further certify that the property herein described is not within a flood hazard area as indicated by the Federal Emergency Management Agency. I further certify that the tract shown herein is within the corporate limits of the City of Highland which has adopted a city plan and is exercising the special powers authorized by division 12 of article II of the Illinois Municipal Code, and that the tract is not within 1/2 miles of any other city, town or village which has adopted a city plan and is exercising the special powers authorized by said division 12 of article II of the Illinois Municipal Code. I hereby certify that I have reviewed the Mined-Out Coal Area Maps, as available from the Illinois State Geological Survey, and hereby indicate that the subdivision property shown hereon is not within a mined-out area. Given under my hand and seal this _____ day of _____, 20____

Michael E. Mizeur Professional Land Surveyor

035-3638 Illinois Registered Number
My license expires 11-30-2022

County Clerk's Certificate

I, Dana Ming-Henderson county clerk of Madison County, Illinois, do hereby certify that I find no unpaid or forfeited taxes against any of the real estate included within this plat.

Dana D. Ming-Henderson
County Clerk
5/10/22
Date

Certificate of City Council

I, _____ Mayor of the City of Highland, do hereby certify that the plat shown hereon was duly presented to the City Council and approved at a meeting of same held on _____

Mayor

City Clerk



License No. 184-000813

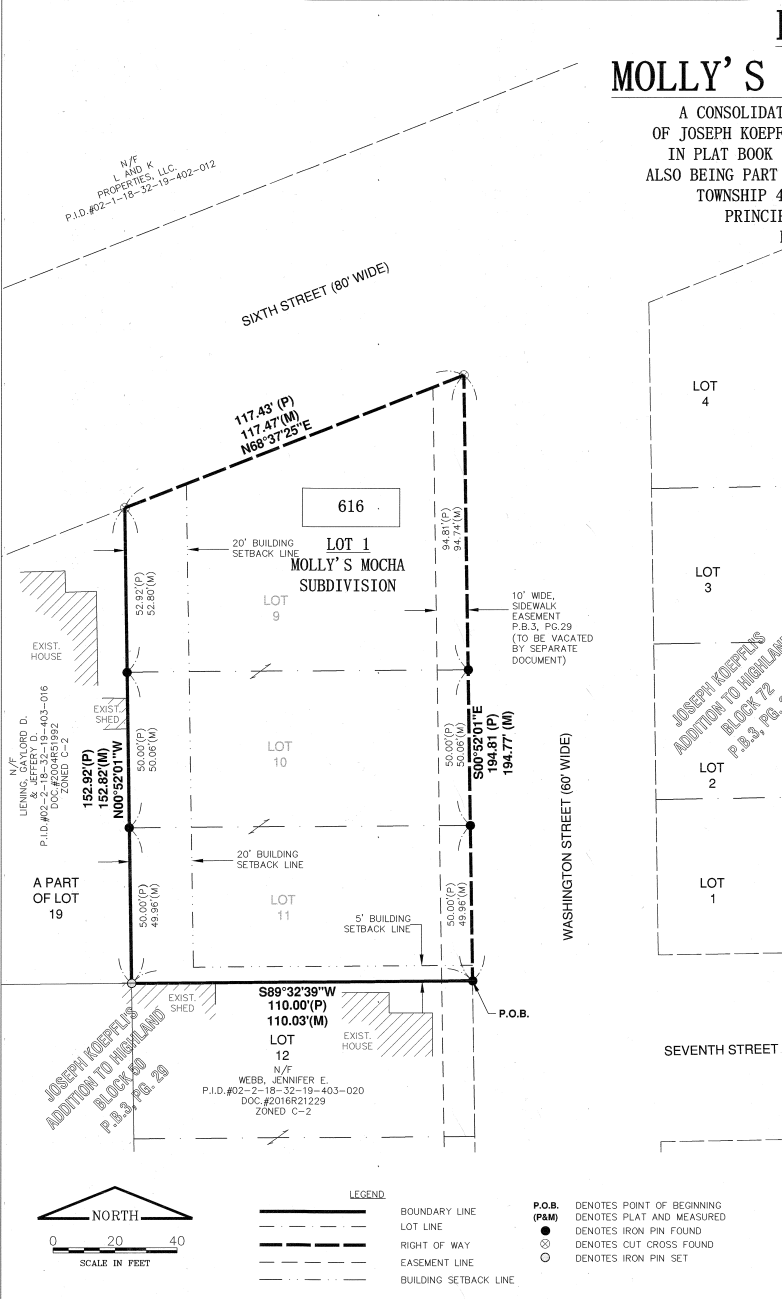
CONSULTANTS



LOCATION MAP

OWNER
REHBERGER HOLDINGS, LLC
#3945 N. NENAH AVE.
CHICAGO, IL 60634

SURVEYOR
CRAWFORD, MURPHY AND TILLY, INC.
#314 WOLF ST.
EDWARDSVILLE, IL 62025
(618)656-0470
SURVEYOR: MICHAEL E. MIZEUR



LEGEND

- BOUNDARY LINE
- LOT LINE
- RIGHT OF WAY
- EASEMENT LINE
- BUILDING SETBACK LINE

- P.O.B. DENOTES POINT OF BEGINNING
- (P.M.) DENOTES PLAT AND MEASURED
- DENOTES IRON PIN FOUND
- ⊗ DENOTES CUT CROSS FOUND
- DENOTES IRON PIN SET

MARK	DATE	DESCRIPTION
PROJECT NO:	21001645-00	
CAD DWG FILE:	21001645-00-Consultation	
DESIGNED BY:	***	
DRAWN BY:	JRS	
CHECKED BY:	MEM	
APPROVED BY:	MEM	
COPYRIGHT:	CRAWFORD, MURPHY & TILLY, INC. 2019	
SHEET TITLE		
CC 3302		
SHEET	1	OF 1



City of Highland
Building and Zoning

July 7, 2022

To: Chris Conrad, City Manager

From: Breann Vazquez, Director of Community Development

RE: Final Plat – Molly’s Mocha Subdivision

I recommend approval of the final plat of the Molly’s Mocha Subdivision, located at 916 6th Street, 608 Washington Street, and 620 Washington Street. The final plat is identical to the preliminary plat given that this subdivision does not involve any new infrastructure.

The platting process is needed in order to combine the three existing lots into one lot.

ORDINANCE NO: _____

**AN ORDINANCE AMENDING CITY CODE SECTION 90-201, TABLE 3.1.B,
FOR PURPOSES OF ALLOWING DATA PROCESSING, HOSTING, AND RELATED
SERVICES AS A SPECIAL USE WITHIN THE INDUSTRIAL DISTRICT**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined data processing, hosting, and related services are not permitted in the current City Code; and

WHEREAS, City desires to include data processing, hosting, and related services in the City Code as a special use within the “I” Industrial District; and

WHEREAS, City Staff recommended to the Combined Planning and Zoning Board (“CPZB”) to amend the City Code to add data processing, hosting, and related services as a special use within the “I” Industrial District (*see* Staff Report attached as **Exhibit A**); and

WHEREAS, CPZB recommended to the City Council to amend the City Code to add data processing, hosting, and related services as a special use within the “I” Industrial District (*see* Recommendation attached as **Exhibit B**); and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to amend the City Code to include data processing, hosting, and related services in the City Code as a special use within the “I” Industrial District.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. Section 90-201, Table 3.1.B, shall now state:

Article III, Section 90-201, Table 3.1.B

Table 3.1.B — PRINCIPAL NON-RESIDENTIAL USES															
Use	R1A	R1B	R1 C	R1 D	R2 A	R2 B	R3	C1	C2	C3	C4	I	M	MX	Supp. Regs.
17. Data processing, hosting, and related services												S			

Section 3. That this Ordinance shall be known as Ordinance No: _____ and shall be effective upon adoption with implementation date of _____.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



City of Highland Building and Zoning

Ex A

Meeting Date: July 6, 2022

From: Breann Vazquez, Director of Community Development

Text Amendment: Section 90-201, Table 3.1.B

Description: Text amendment to allow for “Data Processing, Hosting, and Related Services” as a Special Use within the Industrial District

Proposal Summary

The City of Highland is requesting a text amendment to Section 90-201, Table 3.1.B of the Municipal Code to allow for data processing, hosting and related services as a Special Use within the Industrial District.

Article III, Section 90-201, Table 3.1.B

Table 3.1.B — PRINCIPAL NON-RESIDENTIAL USES															
Use	R1A	R1B	R1 C	R1 D	R2 A	R2 B	R3	C1	C2	C3	C4	I	M	MX	Supp. Regs.
17. Data processing, hosting, and related services												S			

Note: Red text is the proposed amendment.

Staff Discussion

This text amendment would allow for applicants to apply for a special use permit for data processing, hosting, and related services. This use is not currently a listed use within the zoning code and, therefore, is currently disallowed.

Data processing, hosting, and related services would be required to follow the Industrial District lot and building requirements, limitations, and parking requirements as outlined in the Municipal Code.

For comparison, Rantoul, IL (which has a data center within its municipal limits) allows for data centers outright within the industrial district and does not apply supplemental regulations to the use. Edwardsville, IL allows for data processing, hosting and related services as a PUD in their commercial – primary, commercial-urban, office building, and mixed-use building districts. The use is a Special Use within their live/work building district. They do not apply supplemental regulations to the use. Collinsville, IL allows for data processing, hosting, and related services in their Business Park-1, Business Park-2, Business Park-3, Business Park-4. And M-1 districts. They do not apply supplemental regulations to the use.



City of Highland

Building and Zoning

Ex A

City staff has identified a need to allow for this use in some capacity within our municipal boundaries. This use is typically discreet and unobtrusive, while providing economic benefits such as high utility consumption and property tax contribution. Given that the City has readily available property within the existing Industrial district, we have identified this as the most appropriate designation to allow for the use while preserving our commercial business districts for consumer-oriented industries.



City of Highland
Building and Zoning

Exhibit "C"
Determination for Zoning Text Amendment

On July 6, 2022 , the City of Highland Combined Planning and Zoning Board at its regular meeting approved/denied a Zoning Text Amendment for the following:

The City of Highland is requesting a text amendment to Section 90-201, Table 3.1.B of the Municipal Code to allow for data processing, hosting and related services as a Special Use within the Industrial District.

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approval (action) of this Zoning Text Amendment, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did/did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): _____

Anthony Walker
Chairperson of the Combined Planning and Zoning Board

7/6/22
Date

RESOLUTION NO. _____

**A RESOLUTION MAKING SEPARATE STATEMENT OF FINDINGS OF FACT
IN CONNECTION WITH ORDINANCE GRANTING SPECIAL USE PERMIT FOR
DATA PROCESSING, HOSTING, AND RELATED SERVICES WITHIN THE
INDUSTRIAL ZONING DISTRICT**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, Section 90-81 of the *Code of Ordinances, City of Highland*, provides that the City Council “may grant a special use permit by ordinance,” but requires that “In a separate statement accompanying any such ordinance, the Council shall state findings of fact, and indicate reasons for approving . . . the request for a special use permit;” and

WHEREAS, in accord with the *Code of Ordinances, City of Highland*, Quatrain LLC (651 N. Broad St., Suite 206, Middletown, DE), on behalf of Trow Nutrition USA LLC (115 Executive Drive), is requesting a Special Use Permit for data processing, hosting and related services at 1 Ultraway Drive, specifically PIN# 01-2-24-06-08-202-004; 01-2-24-06-08-202-002; and

WHEREAS, a copy of the Petition for a Special Use Permit is attached as **Exhibit A** and incorporated by reference as though fully set forth herein; and

WHEREAS, a copy of the Combined Planning and Zoning Board (“CPZB”) Staff Report is attached hereto as **Exhibit B** and incorporated by reference as though fully set forth herein; and

WHEREAS, **Exhibit A** and **Exhibit B** were all considered as part of the Petition for a Special Use Permit by CPZB; and

WHEREAS, CPZB recommended approval of this special use pursuant to **Exhibit A** and **Exhibit B**. *See* CPZB Determination of Special Use Permit attached hereto as **Exhibit C**.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The City Council makes the following findings of fact concerning the *procedures* followed to present the Petition for a Special Use Permit (**Exhibit A, B**) for approval:

(a) The Administrator to whom the Petition for a Special Use Permit was submitted referred the matter to the CPZB.

(b) The CPZB met in regular session on July 6, 2022 at 7:00 p.m., via properly noticed public meeting, and in accordance with Open Meeting Act requirements, to consider and act upon the Petition for a Special Use Permit.

(c) Public notice of the hearing to be held at the CPZB meeting was published pursuant to Illinois state law, and the applicant was notified of the hearing to be held at the meeting by mail, with postage thereon fully prepaid.

(d) At the hearing, the CPZB took and heard evidence and the CPZB prepared and submitted its advisory report to the City Council recommending approval of the Petition for a Special Use Permit.

(e) The City Council finds the steps recited above, in compliance with the *Code of Ordinances, City of Highland*, to be facts, and further finds and determines that the

matters and proceedings to date are in accordance with the *Code of Ordinances, City of Highland*.

Section 2. The City Council makes the following findings of fact concerning the *merits* of the Petition for a Special Use Permit (**Exhibit A, B and C**):

(a) The proposed Special Use will adequately protect the public health, safety, welfare and the physical environment of the surrounding area and the City of Highland.

(b) The proposed Special Use is consistent with the City of Highland's Comprehensive Plan.

(c) The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets.

(d) There are no facilities near the proposed Special Use that require the need for special protection.

(e) The location – where the Special Use will be made pursuant to the Special Use Permit – is zoned “I”

(f) The granting of this Special Use Permit would be in the best interest of the City of Highland, and, so, the Special Use Permit should be granted by ordinance.

Section 3. This resolution shall constitute the separate statement of findings of fact, supporting the granting of the Special Use Permit, required by Section 90-81 of the *Code of Ordinances, City of Highland*, and shall be permanently attached to the ordinance adopted granting the Special Use Permit.

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Quatrain LLC Phone: 312-965-1289
Address: 651 N. Broad St., Suite 206, Middletown, DE Zip: 19709
Email Address: heath@quatrainllc.com
Owner: Trouw Nutrition USA LLC Phone: (618) 654-7150
Address: 115 Executive Drive, Highland, IL 62249 Zip: 62249
Email Address: N/A

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 1 Ultraway Drive; PIN# 01-2-24-06-08-202-004; 01-2-24-06-08-202-002
Property is Located In (Legal Description): Attached

Present Zoning Classification: Industrial Acreage: 3.59 acres
Present Use of Property: vacant warehouse

Proposed Land Use: data processing, hosting, and related services

Description of proposed use and reasons for seeking a special use permit:
Pending a text amendment allowing for "data processing, hosting and related services" as a Special Use within the Industrial zoning district, an SUP would be required.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Medical Building</u>	<u>Industrial</u>
South	<u>Vacant Warehouse; Korte Meats</u>	<u>Industrial</u>
East	<u>Phoenix Physical Therapy; Gateway Cylinder Technologies</u>	<u>Industrial</u>
West	<u>Plant Maintenance Services</u>	<u>Industrial</u>

Should this special use be valid only for a specific time period? Yes _____ No X

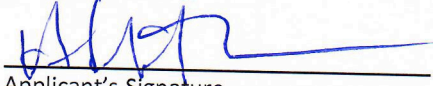
If Yes, what length of time? _____

<i>Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.</i>	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	X	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	X	
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	X	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	X	
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	X	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.


Applicant's Signature

6/14/22
Date

The purpose of the SUP is to propose as change of use for the site located at 1 Ultraway to a data colocation and hosting center. As far as any external changes or impacts that may occur as a result of granting the SUP, the most likely (and intended) would be an expansion of the existing facility. This, of course, would create beneficial economic activity and impact in the area due to construction activities and increased business operations. In keeping with the ethos of sustainable business practices, it is the goal to improve the surrounding environment and landscape through our presence in the area, which, is achieved through sustainable and common sensical business practices.

I, Terri Boeser, am an authorized representative of Trouw Nutrition USA LLC. Trouw Nutrition USA LLC is the property owner of 1 Ultraway Drive, PIN# 01-2-24-06-08-202-004; 01-2-24-06-08-202-002. I authorize Quatrain LLC to apply for a special use permit for data processing, hosting and related services at the above property.

Terri B

Signature

6/16/2022

Date

State of Illinois, County of Madison

Signed before me on June 16, 2022 (date).

(seal)



Katie B Henrichs

Signature of Notary Public



Meeting Date: July 6, 2022

From: Breann Vazquez, Director of Community Development

Location: 1 Ultraway Drive

Zoning Request: Special Use Permit

Description: SUP to allow for data processing, hosting, and related services in the Industrial district

Proposal Summary

The applicant is Quatrain LLC. The property owner is Trouw Nutrition USA LLC. The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1.B of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

- **Quatrain LLC (651 N. Broad St., Suite 206, Middletown, DE), on behalf of Trouw Nutrition USA LLC (115 Executive Drive) is requesting a Special Use Permit for data processing, hosting and related services at 1 Ultraway Drive. PIN# 01-2-24-06-08-202-004; 01-2-24-06-08-202-002**

The zoning matrix identifies “data processing, hosting, and related services” as a Special Use within the Industrial district.*

**This petition is only valid if the proposed text amendment allowing for “data processing, hosting, and related services” as a Special Use within the industrial district is passed by City Council.*

Comprehensive Plan Consideration

The subject property is denoted as industrial on the Comprehensive Plan’s Future Land Use Map. Pending a text amendment to allow for data processing, hosting, and related services within the industrial district, they are an appropriate Special Use for the industrial area.

Surrounding Uses

Direction	Land Use	Zoning
North	Medical Building	Industrial
South	Vacant Warehouse; Korte Meats	Industrial
East	Phoenix Physical Therapy; Gateway Cylinder Technologies	Industrial
West	Plant Maintenance Services	Industrial



Standards of Review for Special Use Permits

Below are the six (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or Special Use is consistent with the City's Comprehensive Plan;

The proposed Special Use is consistent with the Comprehensive Plan.

2. The effect the proposed amendment or Special Use would have on public utilities and on traffic circulation;

The data processing, hosting and related services center would be a high consumer of public utilities. The business would not have an adverse effect on traffic circulation on nearby streets, as it does not attract a high volume of visitors.

3. Whether the proposed design, location and manner of operation of the proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment;

The proposed Special Use would adequately protect the public health, safety and welfare, and the physical environment.

4. The effect the proposed Special Use would have on the value of neighboring property and on this City's overall tax base;

The proposed Special Use would not have a detrimental impact on the value of neighboring property and would contribute to the City's overall tax base.

5. The effect the proposed Special Use would have on public utilities; and

The proposed Special Use would heavily utilize public utilities.

6. Whether there are any facilities near the proposed Special Use, such as schools or hospitals that require special protection.

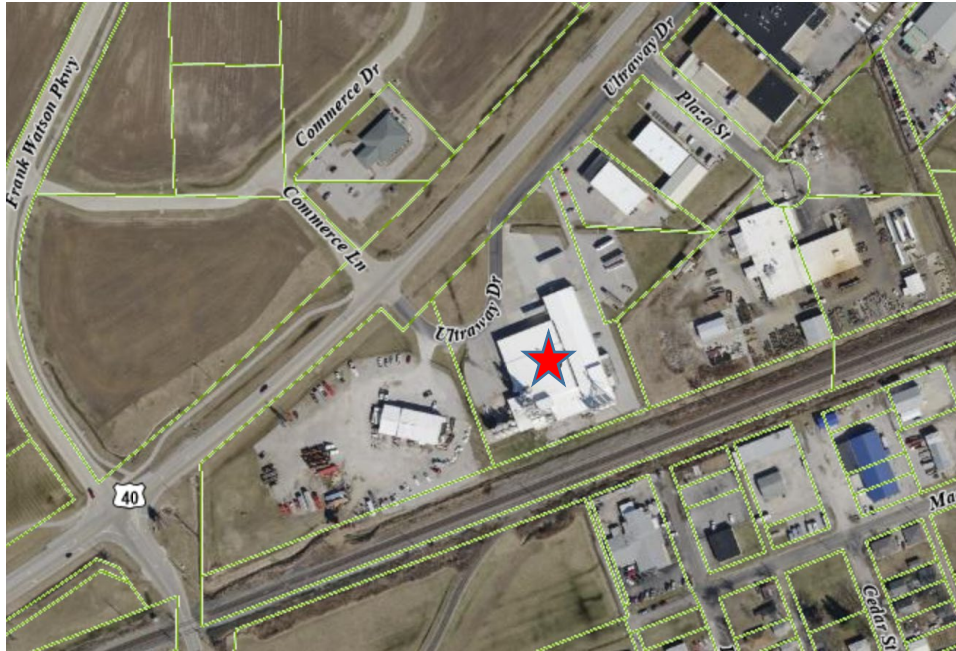
There are no facilities nearby that require special protection.

Staff Discussion

This data hosting, processing, and related services center would be a private operation that would be a heavy consumer of public utilities, namely electric, therefore providing a steady stream of revenue for the City. The operations would be contained entirely inside the existing warehouse on the property and are not anticipated to have any negative effects on the area. Staff has no concerns.



Aerial Photograph



Site Photos







City of Highland
Building and Zoning

Exhibit "C"
Determination of Special Use Permit

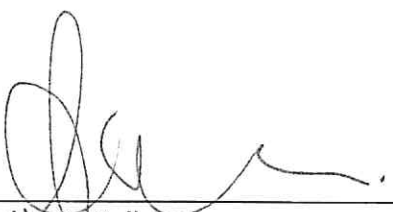
On July 6, 2022, the City of Highland Combined Planning and Zoning Board at its regular meeting approved, approved with condition(s), denied a Special Use Permit for the following:

Quatrain LLC (651 N. Broad St., Suite 206, Middletown, DE), on behalf of Trouw Nutrition USA LLC (115 Executive Drive) is requesting a Special Use Permit for data processing, hosting and related services at 1 Ultraway Drive. PIN# 01-2-24-06-08-202-004; 01-2-24-06-08-202-002

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the July 18, 2022 meeting of the City Council.

In recommending Approval (action) of this Special Use Permit, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did/did not provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): _____



Anthony Walker
Chairperson of the Combined Planning and Zoning Board

7/20/22
Date

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO QUATRIN LLC, ON BEHALF OF TROUW NUTRITION USA LLC, FOR DATA PROCESSING, HOSTING AND RELATED SERVICES AT 1 ULTRAWAY DRIVE, HIGHLAND, ILLINOIS

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the City Council has made the findings of fact, and the statement of its reasons for granting the Petition for Special Use Permit in question, in a separate resolution numbered as Resolution No. _____;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, AS FOLLOWS:

Section 1. Quatrain LLC (651 N. Broad St., Suite 206, Middletown, DE), on behalf of Trouw Nutrition USA LLC (115 Executive Drive), is hereby granted a Special Use Permit for data

processing, hosting and related services at 1 Ultraway Drive, specifically PIN# 01-2-24-06-08-202-004; 01-2-24-06-08-202-002.

Section 2. The Special Use Permit is granted.

Section 3. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect upon adoption.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

City of Highland, Illinois
Department of Public Works

Clean Sludge Lagoon #2

PW-07-22

Approved by: _____ Date: _____
City Manager

Date: TBD
Time: 10:00 a.m.

Location: City Hall
1115 Broadway
Highland, IL 62249

Proposal Submitted by:

Vendor Name: _____

Address: _____

City, State, Zip: _____

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BID FORM

Submit this bid to: Office of the City Manager
 1115 Broadway
 P.O. Box 218
 Highland, Illinois 62249

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with the City of Highland in the form included in the Contract Administration to perform and furnish all Work as specified or indicated in the Special Provisions within the specified time and for the amount indicated in the Bid and in accordance with other terms and conditions of the Contract Documents.

Bidder accepts all of the terms and conditions of the Contract Administration and the Special Provisions, including without limitation those dealing with the disposition of bid security. This Bid will remain subject to acceptance for 30 days after the day of bid opening. Bidder will sign and submit the Contract with the Bonds and other documents required by the Bidding Documents within 15 calendar days after the date of the Notice of Award.

In submitting this Bid, Bidder represents that:

- a) Bidder has visited the site and is familiar and satisfied with the location and site conditions, which may affect the cost, progress, performance, and completion of the Work.
- b) Bidder is familiar with, and has satisfied with all Federal, State, and Local laws and regulations that may affect the performance of this Work.
- c) Bidder is familiar and satisfied with the general nature of the Work.
- d) Bidder has given the City of Highland written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Contract Documents and the written resolution thereof by the City of Highland is acceptable to the Bidder, and the Contract Documents are generally sufficient to indicate and convey understanding of all items and conditions for performing and furnishing the Work for which this Bid is submitted.
- e) This Bid is genuine, not made in the interest or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other bidder of over the City of Highland.

f) Bidder has completed and submitted with this Bid, the Certificate of Compliance, the Certificate of Non-Delinquency of Taxes, and the Certificate of Compliance with the Substance Abuse Prevention on Public Works Projects Act.

g) The bidder agrees to complete the work as described.

The bidder agrees to complete the work within the specified time limit.

Communications with the bidders should be addressed to the following address:
(Please print or type)

Attach a list of subcontractors, if any. Absence of a subcontractor list will be interpreted as no subcontractors working on this contract.

Licensed Special Waste Hauler #: _____ . Expiration Date: _____ .

Bid of _____
Company Name

Address City State Zip Code

To: City of Highland, Illinois Date: _____

We hereby certify that we are the only party interested in this Bid as principals and that we have examined all the Contract Documents and the Specifications.

AUTHORIZED
SIGNATURE: _____ TITLE: _____

Print Name: _____

Total Lump Sum Bid Price \$ _____

SIGNATURES

(If an individual)

Name (print) _____

Signature of Bidder _____

Business Address _____



(If a partnership)

Firm Name (print) _____

Signed by (print) _____

Signature _____

Business Address _____



(If a corporation)

Corporation Name _____

Signed by (print) _____

Signature _____

Title _____

Business Address _____

CONTRACT

This agreement, made and entered into this _____ day of _____, 20____, by and between the City of Highland, Illinois, party of the first part, hereinafter designated as the Owner, and _____ his or their executors, administrators, successors and assignees, party of the second part, hereinafter designated as the Contractor.

Witnesseth: That the said Contractor has covenanted, contracted, and agreed, and by these presents does covenant, contract, and agree with the said Owner for and in consideration of the payment provided in the proposal attached hereto, and under the penalty expressed in the bond attached hereto, to do all called for by the specifications, free from all claims, liens, and charges.

It is also understood and agreed that the Contract Administration, Specifications, Bid Form, Proposal, and other exhibitors hereto attached or herein referred to are all essential documents for this Contract and are part thereof.

In witness therefore, on the day and year first above written, the parties hereto have set their hands and seals.

City of Highland, Illinois (Owner)

By: _____

Title: Mayor

Attest: _____

Title: _____

(CORPORATE SEAL)

(if corporation) _____ (Contractor)

By: _____ President

Attest: _____ Secretary

(if a partnership) _____ (Contractor)

_____ (Contractor)

Partners doing business under the firm name of:

If an individual _____

CERTIFICATE OF COMPLIANCE

The undersigned Bidder / Proposer on a Contract submitted for bids / proposals by the City of Highland, Illinois known as _____, hereby certifies that he/she/it is not barred from bidding on the Contract as a result of violation of either Section 33E-3 (Bid Rigging) or Section 33E-4 (Bid Rotating) of Chapter 38 of the Illinois Revised Statutes.

Dated: _____, 20____

Company Name

Address

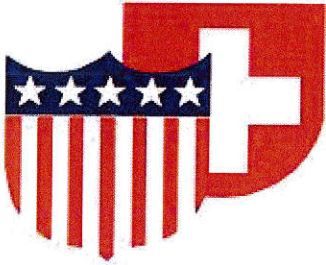
City / State / Zip Code

Signature

Print Name

Title

CERTIFICATE OF NON-DELINQUENCY OF TAX



City of Highland

To: All Vendors and Contractors

From: City of Highland

RE: Certificate of Non-Delinquency of Tax

As a result of a recent amendment to the Illinois Municipal Code (Adding Section 11-42.1-1), the City of Highland is prohibited from entering into a contract with any individual or anyone else that is delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless that party is contesting the tax in accordance with procedure established by the particular taxing act.

Further, before awarding a contract, the City of Highland is required to obtain a statement under oath from the party with whom it is contracting that no such taxes are delinquent. If a false statement is made, it voids the contract and allows the City to recover all amounts paid to the individual in a civil action.

CERTIFICATE OF NON-DELINQUENCY OF TAX

As required by Section 11-42.1-1 of the
Illinois Municipal Code

The undersigned hereby and herewith certifies under oath that he/she/it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if delinquent, is currently contesting the liability or the amount of such tax in accordance with the procedures established by the appropriate Taxing Act.

A person is not considered delinquent in the payment of a tax for the purposes of this certification if such person has entered into an Agreement with the Illinois Department of Revenue for the payment of all taxes claimed delinquent, and is in compliance with that Agreement. If such is the case with the undersigned, the undersigned certifies that he/she/it has made such an Agreement and is in compliance therewith.

Date

Company Name

Federal I.D. Number

Address

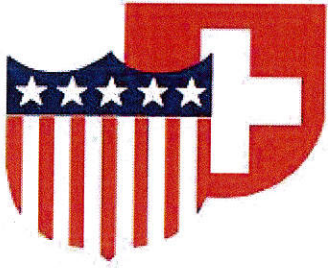
City / State / Postal Code

Signature / Title

Signed and sworn to before me this _____ day of _____, 20__.

Notary Public

CERTIFICATION OF COMPLIANCE WITH THE SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION



City of Highland

To: All Vendors

From: City of Highland

RE: Certificate of Compliance with the Substance Abuse Prevention on Public Works Projects Act

“The Substance Abuse Prevention on Public Works Projects Act” (Pub. L. 95-0635, codified as 820 ILCS 265/1 *et seq.*) became effective in the State of Illinois on January 1, 2008.

Due to the above-stated law, all bids from contractors and subcontractors for work on a public works project of the City of Highland shall be accompanied by a Certification of Compliance indicating, *first*, whether the bidder has signed collective bargaining agreements that are in effect for all of its employees and that deal with the subject matter of the above-stated Act; and, if not, *second*, that the bidder’s written substance abuse program is attached to the Certification of Compliance and that the bidder’s written substance abuse program meets or exceeds the requirements of “The Substance Abuse Prevention on Public Works Projects Act” (Pub. L. 95-0635, codified as 820 ILCS 265/1 *et seq.*).

**HOLD HARMLESS AND INDEMNITY AGREEMENT
CITY OF HIGHLAND, ILLINOIS**

The Contractor _____, by affixing his signature hereto agrees to the following conditions:

1. To save and keep the City (including its agents and employees) free and harmless from all liability, public or private penalties contractual or otherwise, losses, damages, costs, attorney's fees, expenses, causes of actions, claims, or judgments, resulting from claimed injury, damages, or judgments resulting from claimed injury, damage, loss or loss of use to or of any person, including natural persons and any other legal entity, or property of any kind (including but not limited to causes in action) arising out of or in any way connected with the performance of work or work to be performed under this permit, excepting, however, the negligence of the City and shall indemnify the City for any costs, expenses, judgments, and attorneys' fees paid or incurred, by or on behalf of the City and its agents and employees, or paid for on behalf of the City and its agents and employees by insurance provided by the City.
2. To hold harmless the City (including its agents and employees) from liability or claims for any injuries to or death of Contractor's or any Subcontractor's employees, resulting from any cause whatsoever, excluding negligence of the City, including protection against any claim of the Contractor or any Subcontractor for any expenses of or payments made by any workman's compensation insurance payments under any workman's compensation law or any carrier on behalf of said Contractor or Subcontractor and shall indemnify the City for any costs, expenses, judgments, and attorneys' fees paid or incurred with respect to such liability or claims by it or on its behalf or on behalf of its agents and employees, whether or not by or through insurance provided by the City.
3. In the event the City's machinery or equipment is used by the Contractor, or Subcontractor, in the performance of the work called for by this permit, such machinery or equipment shall be considered as being under the custody and control for the Contractor during the period of such use by the Contractor or any Subcontractor, and if any person or persons in the employ of the City should be used to operate said machinery or equipment during the period of such use, such person or persons shall be deemed during such period of operation to be an employee or employees of the Contractor.

Signature

Date

Print Name

Title

CONTRACT ADMINISTRATION

INVITATION

The city of Highland, Illinois, will receive sealed bids until 10:00 a.m., TBD at City Hall, at which time they will be publicly opened and read. After tabulation and review, bids will be presented to the City Council for consideration. If there are any questions concerning this solicitation, please contact Mr. Gary Pugh, Supervisor of Water Treatment Plant at 618-654-9321.

This contract is governed by Prevailing Wage regulations in the state of Illinois.

INSTRUCTIONS

Bids must be made on the forms furnished, and **NO ALTERATION, ADDITION, OR VARIATION**, to the bid form will be permitted.

Authorized signature must be included.

Bids shall be submitted in an opaque, sealed envelope containing the bidder's name and address, and labeled "Sealed Bid, Clean Sludge Lagoon #2, PW-07-22." Facsimile or emailed bids are not acceptable.

Bidders need not return the entire contract proposal when bids are submitted unless otherwise required. Portions of the proposal that must be returned include the following:

- | | |
|-------------------|--|
| a. Contract Cover | d. Proposal Bid Security |
| b. Bid Form | e. Certificate of Non-Delinquency of Tax |
| c. Signatures | f. Certificate of Compliance |
| | g. Certificate of Compliance Substance Abuse |

The city of Highland reserves the right to reject any and all, or any part of bids, and to waive any informality therein and to make the award in the best interest of the City. Bid Forms will be evaluated for the lowest responsible and responsive bid that shall be deemed the successful bidder and upon City Council approval, will be issued a Notice of Award.

Each bid shall be accompanied by a cash deposit, certified check, bid bond or irrevocable letter of credit made payable to the city of Highland, Illinois in the minimum amount of 5% of the bid as guarantee that the Bidder will enter into the proposed contract within the time specified. Personal or business checks will not be accepted. **The City will consider no bid unless accompanied by the required security.**

Should any bidder whose bid has been accepted by the City refuse, fail, or neglect to execute the attached contract, or if any provision of said contract is not met, Bidder agrees that the 5% bid

security shall be the amount of the liquidated damages occasioned by the failure, refusal, neglect, or non-compliance, and that thereupon the City shall realize on said bid security and use the proceeds in payment of said damages.

The bid prices shall remain valid and no participating party may withdraw his bid for at least 30 days after the established deadline for receipt of bids.

By submitting this bid, the participating party acknowledges that they are familiar with the specifications and all other applicable regulatory and contract requirements for the work. Any area of concern shall be brought to the Department of Public Works' attention as soon as possible.

This contract is governed by Prevailing Wage regulations and the bidder shall comply with the Illinois Prevailing Wage Act. The CONTRACTOR and their subcontractors shall comply with all Illinois statutes pertaining to the selection of labor.

REQUIRED DOCUMENTS

The Certificate of Non-Delinquency of Taxes, a Certificate of Compliance concerning the bidder's "not [being] barred from bidding on the Contract as a result of violation of either Section 33E-3 (Bid Rigging) or Section 33E-4 (Rotating) of Chapter 38 of the Illinois Revised Statutes," and a Certificate of Compliance - Substance Abuse Prevention Program (and, if applicable) a copy of the bidder's written substance abuse program).

The successful bidder must agree to, and sign, the "Hold Harmless Agreement" form included in this bid package. The form must be completed before execution of the Contract.

The bidder shall include with his/her bid a listing of all Subcontractors. Subcontractors that are deemed unacceptable by the City will not be allowed to work on this contract. Only Subcontractors detailed on the Bid Sheet will be considered.

Following issuance by the City of the Notice of Award, the CONTRACTOR shall return the signed Contract within 15 calendar days of the date of issuance, together with executed copies of Performance and Payment Bonds, each in an amount equal to the Contract Price, and Certificate of Insurance as security for the faithful performance and payment of all CONTRACTOR's obligations under the Contract.

Upon receipt of the required documents, the City shall sign the executed documents and return a copy to the CONTRACTOR.

INSURANCE

The successful bidder will be required to carry a minimum amount of insurance. A Certificate of Insurance shall be submitted with the city of Highland listed as an Additional Insured. All Subcontractors shall provide a Certificate of Insurance.

The successful bidder shall obtain, and maintain, in force throughout the Contract period, insurance coverage in the amounts set out below.

COVERAGE LIMITS

Comprehensive General Liability

Bodily Injury 1,000,000 per claim
1,000,000 aggregate all claims

Property Damage 1,000,000 per claim
1,000,000 aggregate all claims

Worker's Compensation 500,000 per claim
500,000 aggregate all claims

Professional Liability Insurance 500,000 per claim
500,000 aggregate all claims

BASIS FOR BID

The bid shall include all labor, material, transportation, and other costs.

The bid price will include all discounts, preparation costs and all other charges or credits. Additional surcharges are not accepted after the award.

DO NOT include taxes in the bid price. The city of Highland is exempt from Federal Excise, Transportation, and State Sales Taxes.

BASIS FOR CONTRACT AWARD

Bid sheets will be evaluated. The lowest responsible and responsive bid shall be deemed the successful bidder and the contract will be awarded to that bidder (subject to the City Council approval).

BASIS OF PAYMENT

The CONTRACTOR will be paid in one payment upon receipt of the CONTRACTOR's invoice due to the short contract time. Final payment shall not be released until all lien waivers are received from the CONTRACTOR, Subcontractors, and Suppliers.

All work shall comply with applicable U.S. Environmental Protection Agency (EPA), Illinois EPA, Illinois Department of Transportation, Illinois State Police, and Occupation Health and Safety Administrations (OSHA) regulations and guidelines.

DESCRIPTION OF WORK

The work consists of the excavation cleaning of sludge lagoon number two at that Highland Water Treatment Plant, 3035 Highland Park Road. Cleaning consists of the excavation, drying (if necessary), transportation, testing, permitting, and disposal of approximately 2,870 cubic yards of water treatment plant sludge.

JOINT UTILITY LOCATING INFORMATION FOR EXCAVATORS (JULIE)

No utilities are anticipated within the confines of the sludge lagoon, with the exception of the influent and effluent structures. Contact Gary Pugh, Supervisor at the Water Treatment Plant for protection expectations for the two structures. The absence of known utilities does not relieve the contractor from calling J.U.L.I.E to determine utility status.

No additional compensation will be allowed for any repairs made to damaged utilities.

SLUDGE VOLUME

Approximately 2,870 cubic yards of sludge is in the lagoon. The moisture content will vary with weather conditions and location within the lagoon. It is the contractor's responsibility to remove and dispose of the wet sludge, as is, without separate payment for modification or handling.

SLUDGE COMPONENTS

The sludge consists of water treatment plant sludge (not to be confused with wastewater treatment sludge). The sludge consists of lake silts, alum, lime, water treatment polymers and coagulants, activated carbons and some natural organic material. The most recent available results of testing performed by both landfills are provided for general information in these specifications. Testing of the sludge by the bidders will be permitted at no cost to the City.

EXCAVATION

The contractor shall remove and dispose of all sludge contents of Lagoon number two. Storage of the sludge on the truck or other transporter overnight, or ground stockpiling will not be allowed.

The sludge in the lagoon shall be removed until the clay bottom of the lagoon is found. The City shall determine when sufficient sludge has been removed and when the bottom is found.

There is a riprap area surrounding the influent structure, neither this area nor the influent or outlet structure is to be disturbed. Contact Gary Pugh, the Water Treatment Plant Supervisor for details on the riprap area.

TRANSPORTATION

The lagoon being cleaned contains water treatment plant sludge. Transportation of the sludge must be by a Special Waste hauler licensed in the State of Illinois. The license number and expiration date of transporter must be provided with the bid.

LANDFILLING

The landfill must be approved by the City before disposal at the landfill.

OPERATIONS AND SITE ACCESS

Access to the Water Treatment Plant will be available for site inspection and / or sludge sampling from 8:00 a.m. to 3:30 p.m., Monday through Friday. Bidders are strongly advised to visit the site and talk to the plant operators prior to submitting their bid.

Cleaning operations shall be between the hours of 6:00 a.m. and 4:00 p.m. The Water Treatment Plant is shut down after 4:00 p.m. and the site is secured for the night.

The cleaning operations shall not interfere with the daily operations of the Water Treatment Plant. Access to pumps and equipment shall be kept open at all times. Bidders should contact Gary Pugh, Supervisor at the Water Treatment Plant for precautionary measures.

The Water Treatment Plant property, the adjacent park, and the roadways shall be kept reasonably clean throughout the work. The contractor shall be responsible for keeping these areas clean. The Water Treatment Plant Supervisor, or his designee, shall have the authority to require specific clean up as he deems necessary.

All work will be performed to the satisfaction of the Water Treatment Plant Supervisor, or his designee. The Water Treatment Plant Supervisor, or his designee, shall have the authority to issue stop orders for the cleaning operations, as he deems necessary. Such stop order will give the date and time of the order, along with the reason for the stoppage and means of correcting the deficiency. Work will not recommence until the Water Treatment Plant Supervisor is satisfied of compliance with the stop order and his satisfaction is given in writing. Time consumed in a stop order will not be credited toward the 90-calendar day time limit.

The City will perform maintenance of the roadway under normal and reasonable wear.

MEASUREMENT AND PAYMENT

All cost associated with mobilization, excavation, drying (and drying materials), transportation and truck linings, landfilling, land application, licensing (if applicable), labor, demobilization and other cost shall be included into the lump sum price.

The volume and tonnage noted above are estimates.

CONTRACT TIME

This contract shall be completed within 90 calendar days, commencing from the date stated on the Notice to Proceed. The Notice to Proceed date shall be set between seven and fourteen calendar days following the Mayor's execution of the contract.

Time consumed during a valid stop order will be charged toward the 90-calendar day limit. The City Manager will determine the validity of a stop order contested by the contractor. Time consumed during a non-valid stop order will not be charged toward the 90-calendar day time limit.

PENALTIES AND INCENTIVES

A penalty for non-completion of work within the time allotted shall be assessed. The penalty shall be \$500 for each calendar day in excess for the allotted calendar days used to complete the work. The Notice to Proceed shall indicate the last calendar date on which work can be performed, without penalty. Each calendar day charged following this date should be inclusive, whether or not work is being performed.

There is no incentive allowance for early completion of this contract.

EMPLOYMENT REQUIREMENTS AND WAGE RATES

The 2022 MFT Materials is a “Public Works Construction” Project as defined in the Illinois Prevailing Wage Act 820 ILCS 130. As such, all bidders shall account for in their bids and will be subject to the general prevailing wage rates for Madison County, Illinois, currently published and as amended from time to time by the Department of Labor. Prevailing rate of wages are revised by the Department of Labor and are available on the Department’s official website.

Madison County Prevailing Wage Rates posted on 5/18/2022

Trade Title	Rg	Type	C	Base	Foreman	Overtime				H/W	Pension	Vac	Trng	Other Ins
						M-F	Sa	Su	Hol					
ASBESTOS ABT-GEN	NW	ALL		31.50	32.00	1.5	1.5	2.0	2.0	7.25	19.84	0.00	0.80	
ASBESTOS ABT-GEN	SE	ALL		33.14	33.64	1.5	1.5	2.0	2.0	8.55	16.90	0.00	0.80	
ASBESTOS ABT-MEC	All	BLD		32.60	33.60	1.5	1.5	2.0	2.0	9.70	6.25	0.00	0.50	
BOILERMAKER	All	BLD		40.50	44.00	1.5	1.5	2.0	2.0	7.07	26.01	0.00	1.06	
BRICK MASON	All	BLD		35.42	37.55	1.5	1.5	2.0	2.0	8.80	15.45	0.00	0.89	
CARPENTER	All	ALL		41.36	42.86	1.5	1.5	2.0	2.0	7.95	10.30	0.00	0.65	
CEMENT MASON	All	ALL		36.00	37.00	1.5	1.5	2.0	2.0	10.25	16.25	0.00	0.50	
CERAMIC TILE FINISHER	All	BLD		27.38	27.38	1.5	1.5	2.0	2.0	8.80	7.69	0.80	0.84	
ELECTRIC PWR EQMT OP	NW	ALL		48.63	48.63	1.5	1.5	2.0	2.0	7.00	13.62	0.00	0.49	3.25
ELECTRIC PWR EQMT OP	SE	ALL		50.99	61.47	1.5	1.5	2.0	2.0	6.95	14.28	0.00	0.51	
ELECTRIC PWR GRNDMAN	NW	ALL		31.97	31.97	1.5	1.5	2.0	2.0	7.00	8.95	0.00	0.32	3.25
ELECTRIC PWR GRNDMAN	SE	ALL		38.07	61.47	1.5	1.5	2.0	2.0	5.19	10.67	0.00	0.38	
ELECTRIC PWR LINEMAN	NW	ALL		56.84	60.06	1.5	1.5	2.0	2.0	7.00	15.92	0.00	0.57	3.25
ELECTRIC PWR LINEMAN	SE	ALL		58.63	61.47	1.5	1.5	2.0	2.0	7.99	16.42	0.00	0.59	
ELECTRIC PWR TRK DRV	NW	ALL		36.24	36.24	1.5	1.5	2.0	2.0	7.00	10.15	0.00	0.36	3.25
ELECTRIC PWR TRK DRV	SE	ALL		41.62	61.47	1.5	1.5	2.0	2.0	5.67	11.66	0.00	0.42	
ELECTRICIAN	NW	ALL		46.34	48.59	1.5	1.5	2.0	2.0	10.50	13.32	0.00	0.23	1.25
ELECTRICIAN	SE	ALL		44.09	46.74	1.5	1.5	2.0	2.0	7.99	13.47	0.00	1.22	2.88
ELECTRONIC SYSTEM TECH	NW	BLD		34.00	37.00	1.5	1.5	2.0	2.0	10.25	8.35	0.00	0.40	
ELECTRONIC SYSTEM TECH	SE	BLD		36.27	39.27	1.5	1.5	2.0	2.0	4.00	11.10	0.00	0.40	
ELEVATOR CONSTRUCTOR	All	BLD		53.46	60.14	2.0	2.0	2.0	2.0	15.87	19.31	4.28	0.64	
FLOOR LAYER	All	BLD		36.08	36.83	1.5	1.5	2.0	2.0	7.95	10.30	0.00	0.65	
GLAZIER	All	BLD		35.88		2.0	2.0	2.0	2.0	7.51	15.48	4.12	1.26	
HEAT/FROST INSULATOR	All	BLD		40.18	41.18	1.5	1.5	2.0	2.0	11.04	13.25	0.00	0.85	
IRON WORKER	All	ALL		36.50	38.50	1.5	1.5	2.0	2.0	10.46	18.50	0.00	0.42	
LABORER	NW	ALL		31.00	31.50	1.5	1.5	2.0	2.0	7.25	19.84	0.00	0.80	
LABORER	SE	ALL		32.64	33.14	1.5	1.5	2.0	2.0	8.55	16.90	0.00	0.80	
MACHINIST	All	BLD		50.68	53.18	1.5	1.5	2.0	2.0	8.93	8.95	1.85	1.47	
MARBLE FINISHER	All	BLD		27.38	27.38	1.5	1.5	2.0	2.0	8.80	7.69	0.80	0.84	
MARBLE MASON	All	BLD		32.87	32.87	1.5	1.5	2.0	2.0	8.80	9.10	0.80	0.93	
MILLWRIGHT	All	ALL		41.36	42.86	1.5	1.5	2.0	2.0	7.95	10.30	0.00	0.65	

OPERATING ENGINEER	All	BLD	1	40.85	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	2	39.72	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	3	35.24	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	4	41.85	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	5	42.85	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	6	43.40	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	7	43.70	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	8	44.00	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	BLD	9	44.65	43.85	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	1	39.35	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	2	38.22	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	3	33.74	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	4	40.35	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	5	41.35	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	6	41.90	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	7	42.20	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	8	42.50	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
OPERATING ENGINEER	All	HWY	9	43.15	42.35	1.5	1.5	2.0	2.0	14.10	18.80	0.00	1.45	
PAINTER	All	BLD		32.45	33.95	1.5	1.5	2.0	2.0	6.95	12.77	0.00	0.70	
PAINTER	All	HWY		33.65	35.15	1.5	1.5	2.0	2.0	6.95	12.77	0.00	0.70	
PAINTER OVER 30 FT.	All	BLD		33.45	34.95	1.5	1.5	2.0	2.0	6.95	12.77	0.00	0.70	
PAINTER PWR EQMT	All	BLD		33.45	34.95	1.5	1.5	2.0	2.0	6.95	12.77	0.00	0.70	
PAINTER PWR EQMT	All	HWY		34.65	36.15	1.5	1.5	2.0	2.0	6.95	12.77	0.00	0.70	
PILEDRIVER	All	ALL		41.36	42.86	1.5	1.5	2.0	2.0	7.95	10.30	0.00	0.65	
PIPEFITTER	N	BLD		46.56	48.89	1.5	2.0	2.0	2.0	5.25	10.50	0.00	0.60	
PIPEFITTER	S	BLD		41.00	45.00	1.5	1.5	2.0	2.0	8.54	10.55	0.00	1.55	
PLASTERER	All	BLD		34.50	36.00	1.5	1.5	2.0	2.0	10.25	11.00	0.00	0.50	
PLUMBER	N	BLD		46.56	48.89	1.5	2.0	2.0	2.0	5.25	10.50	0.00	0.60	
PLUMBER	S	BLD		40.00	42.50	1.5	1.5	2.0	2.0	8.20	8.40	0.00	1.20	
ROOFER	All	BLD		35.85	38.35	1.5	1.5	2.0	2.0	9.25	9.95	0.00	0.61	
SHEETMETAL WORKER	All	ALL		37.54	39.04	1.5	1.5	2.0	2.0	10.75	9.50	2.25	0.71	1.80
SPRINKLER FITTER	All	BLD		45.78	49.53	2.0	2.0	2.0	2.0	9.95	14.75	0.00	1.10	
TERRAZZO FINISHER	All	BLD		27.38	27.38	1.5	1.5	2.0	2.0	8.80	8.69	0.80	0.84	
TERRAZZO MASON	All	BLD		32.87	32.87	1.5	1.5	2.0	2.0	8.80	9.10	0.80	0.93	
TRUCK DRIVER	All	ALL	1	39.96	44.32	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25	
TRUCK DRIVER	All	ALL	2	40.54	44.32	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25	

TRUCK DRIVER	All	ALL	3	40.86	44.32	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25
TRUCK DRIVER	All	ALL	4	41.21	44.32	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25
TRUCK DRIVER	All	ALL	5	42.32	44.32	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25
TRUCK DRIVER	All	O&C	1	31.97	35.46	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25
TRUCK DRIVER	All	O&C	2	32.43	35.46	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25
TRUCK DRIVER	All	O&C	3	32.69	35.46	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25
TRUCK DRIVER	All	O&C	4	32.97	35.46	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.00
TRUCK DRIVER	All	O&C	5	33.86	35.46	1.5	1.5	2.0	2.0	14.02	7.14	0.00	0.25

Legend

Rg Region

Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers

C Class

Base Base Wage Rate

OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OT Sa Overtime pay required for every hour worked on Saturdays

OT Su Overtime pay required for every hour worked on Sundays

OT Hol Overtime pay required for every hour worked on Holidays

H/W Health/Welfare benefit

Vac Vacation

Trng Training

Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations MADISON COUNTY

ELECTRICIANS AND ELECTRIC SYSTEMS TECHNICIAN (NORTHWEST) - Townships of Godfrey, Foster and Wood River, and the western one mile of Moro, Ft. Russell and Edwardsville, south to the north side of Hwy. 66 and west to the Mississippi River. This includes SIU-Edwardsville Dental Facility and Alton Mental Health Hospital.

ELECTRICIANS AND ELECTRIC SYSTEMS TECHNICIAN (SOUTHEAST) - Remainder of county not covered by ELECTRICIANS AND ELECTRIC SYSTEMS TECHNICIAN (NW) including SIU-Edwardsville Main Campus.

LABORERS (NORTHWEST) - That area northwest of a diagonal line running from the Mississippi River at the intersection of the waterway known as Wood River at Maple Island, northeast through the highway intersection of Illinois Routes 3 and 143 and following the boundary of Alton/East Alton, then preceding northeast to the county line at a point approximately one mile west of Illinois Route 159.

PLUMBERS AND PIPEFITTERS (SOUTH) - That part of the county South of a line between Mitchell and Highland including the town of Glen Carbon.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER AND MARBLE FINISHER

The handling, at the building site, of all sand, cement, tile, marble or stone and all other materials that may be used and installed by [a] tile layer or marble mason. In addition, the grouting, cleaning, sealing, and mixing on the job site, and all other work as required in assisting the setter. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

OPERATING ENGINEER - BUILDING

GROUP I. Cranes, Dragline, Shovels, Skimmer Scoops, Clamshells or Derrick Boats, Pile Drivers, Crane-Type Backhoes, Asphalt Plant Operators, Concrete Plant Operators, Dredges, Asphalt Spreading Machines, All Locomotives, Cable Ways or Tower Machines, Hoists, Hydraulic Backhoes, Ditching Machines or Backfiller, Cherrypickers, Overhead Cranes, Roller - Steam or Gas, Concrete Pavers, Excavators, Concrete Breakers, Concrete Pumps, Bulk Cement Plants, Cement Pumps, Derrick-Type Drills, Boat Operators, Motor Graders or Pushcats, Scoops or Tournapulls, Bulldozers, Endloaders or Fork Lifts, Power Blade or Elevating Graders, Winch Cats, Boom or Winch Trucks or Boom Tractors, Pipe Wrapping or Painting Machines, Asphalt Plant Engineer, Journeyman Lubricating Engineer, Drills (other than Derrick Type), Mud Jacks, or Well Drilling Machines, Boring Machines or Track Jacks, Mixers, Conveyors (Two), Air Compressors (Two), Water Pumps regardless of size (Two), Welding Machines (Two), Siphons or Jets (Two), Winch Heads or Apparatuses (Two), Light Plants (Two), All Tractors regardless of size (straight tractor only), Fireman on Stationary Boilers, Automatic Elevators, Form Grading Machines, Finishing Machines, Power Sub-Grader or Ribbon Machines, Longitudinal Floats, Distributor Operators on Trucks, Winch Heads or Apparatuses (One), Mobil Track air and heaters (two to five), Heavy Equipment Greaser, Relief Operator, Assistant Master Mechanic and Heavy Duty Mechanic, self-propelled concrete saws of all types and sizes with their attachments, gob-hoppers, excavators all sizes, the repair and greasing of all diesel hammers, the operation and set-up of bidwells, water blasters of all sizes and their clutches, hydraulic jacks where used for hoisting, operation of log skidders, iceolators used on and off of pipeline, condor cranes, bow boats, survey boats, bobcats and all their attachments, skid steer loaders and all their attachments, creter cranes, batch plants, operator (all sizes), self propelled roto mills, operation of

conveyor systems of any size and any configuration, operation, repair and service of all vibratory hammers, all power pacs and their controls regardless of location, curtains or brush burning machines, stump cutter machines, Nail launchers when mounted on a machine or self-propelled, operation of con-cover machines, and all Operators except those listed below).

GROUP II. Assistant Operators.

GROUP III. Air Compressors (One), Water Pumps, regardless of Size (One), Waterblasters (one), Welding Machine (One), Mixers (One Bag), Conveyor (One), Siphon or Jet (One), Light Plant (One), Heater (One), Immobile Track Air (One), and Self Propelled Walk-Behind Rollers.

GROUP IV. Asphalt Spreader Oilers, Fireman on Whirlies and Heavy Equipment Oilers, Truck Cranes, Dredges, Monigans, Large Cranes - (Over 65-ton rated capacity) Concrete Plant Oiler, Blacktop Plant Oiler, and Creter Crane Oiler (when required).

GROUP V. Oiler.

GROUP VI. Operators on equipment with Booms, including jibs, 100 feet and over, and less than 150 feet long.

GROUP VII. Operators on equipment with Booms, including jibs, 150 feet and over, and less than 200 feet long.

GROUP VIII. Operators on Equipment with Booms, including jibs, 200 feet and over; Tower Cranes; and Whirlie Cranes.

GROUP IX. Master Mechanic

OPERATING ENGINEERS - Highway

GROUP I. Cranes, Dragline, Shovels, Skimmer Scoops, Clamshells or Derrick Boats, Pile Drivers, Crane-Type Backhoes, Asphalt Plant Operators, Concrete Plant Operators, Dredges, Asphalt Spreading Machines, All Locomotives, Cable Ways or Tower Machines, Hoists, Hydraulic Backhoes, Ditching Machines or Backfiller, Cherrypickers, Overhead Cranes, Roller - Steam or Gas, Concrete Pavers, Excavators, Concrete Breakers, Concrete Pumps, Bulk Cement Plants, Cement Pumps, Derrick-Type Drills, Boat Operators, Motor Graders or Pushcats, Scoops or Tournapulls, Bulldozers, Endloaders or Fork Lifts, Power Blade or Elevating Graders, Winch Cats, Boom or Winch Trucks or Boom Tractors, Pipe Wrapping or Painting Machines, Asphalt Plant Engineer, Journeyman Lubricating Engineer, Drills (other than Derrick Type), Mud Jacks, Well Drilling Machines, Boring Machines, Track Jacks, Mixers, Conveyors (Two), Air Compressors (Two), Water Pumps regardless of size (Two), Welding Machines (Two), Siphons or Jets (Two), Winch Heads or Apparatuses (Two), Light Plants (Two), All Tractors regardless of size (straight tractor only), Fireman on Stationary Boilers, Automatic Elevators, Form Grading Machines, Finishing Machines, Power Sub-Grader or Ribbon Machines, Longitudinal Floats, Distributor Operators on Trucks, Winch Heads or Apparatuses (One), Mobil Track air and heaters (two to five), Heavy Equipment Greaser, Relief Operator, Assistant Master Mechanic and Heavy Duty Mechanic, self-propelled concrete saws of all types and sizes with their attachments, gob-hoppers, excavators all sizes, the repair and greasing of all diesel hammers, the operation and set-up of bidwells, water blasters of all sizes and their clutches, hydraulic jacks where used for hoisting, operation of log skidders, iceolators used on and off of pipeline, condor cranes, bow boats, survey boats, bobcats and all their attachments, skid steer loaders and all their attachments, creter cranes, batch plants, operator (all sizes), self propelled roto mills, operation of conveyor systems of any size and any configuration, operation, repair and service of all vibratory hammers, all power pacs and their controls regardless of location, curtains or brush burning machines, stump cutter machines, Nail launchers when mounted on a machine or self-propelled, operation of con-cover machines, and all Operators (except those listed below).

GROUP II. Assistant Operators.

GROUP III. Air Compressors (One), Water Pumps, regardless of Size (One), Waterblasters (one), Welding Machine (One), Mixers (One Bag), Conveyor (One), Siphon or Jet (One), Light Plant (One), Heater (One), Immobile Track Air (One), and Self Propelled Walk-Behind Rollers.

GROUP IV. Asphalt Spreader Oilers, Fireman on Whirlies and Heavy Equipment Oilers, Truck Cranes, Dredges, Monigans, Large Cranes - (Over 65-ton rated capacity) Concrete Plant Oiler, Blacktop Plant Oiler, and Creter Crane Oiler (when required).

GROUP V. Oiler.

GROUP VI. Operators on equipment with Booms, including jibs, 100 feet and over, and less than 150 feet long.

GROUP VII. Operators on equipment with Booms, including jibs, 150 feet and over, and less than 200 feet long.

GROUP VIII. Operators on Equipment with Booms, including jibs, 200 feet and over; Tower Cranes; and Whirlie Cranes.

GROUP IX. Mechanic

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

TERRAZZO FINISHER

The handling of all materials used for Mosaic and Terrazzo work including preparing, mixing by hand, by mixing machine or transporting of pre-mixed materials and distributing with shovel, rake, hoe, or pail, all kinds of concrete foundations necessary for Mosaic and Terrazzo work, all cement terrazzo, magnesite terrazzo, Do-O-Tex terrazzo, epoxy matrix ter-razzo, exposed aggregate, rustic or rough washed for exterior or interior of buildings placed either by machine or by hand, and any other kind of mixture of plastics composed of chips or granules when mixed with cement, rubber, neoprene, vinyl, magnesium chloride or any other resinous or chemical substances used for seamless flooring systems, and all other building materials, all similar materials and all precast terrazzo work on jobs, all scratch coat used for Mosaic and Terrazzo work and sub-bed, tar paper and wire mesh (2x2 etc.) or lath. The rubbing, grinding, cleaning and finishing of same either by hand or by machine or by terrazzo resurfacing equipment on new or existing floors. When necessary finishers shall be allowed to assist the mechanics to spread sand bed, lay tarpaper and wire mesh (2x2 etc.) or lath. The finishing of cement floors where additional aggregate of stone is added by spreading or sprinkling on top of the finished base, and troweled or rolled into the finish and then the surface is ground by grinding machines.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MAP



Silver
Lake Park

3035
Highland Water
Treatment Plant

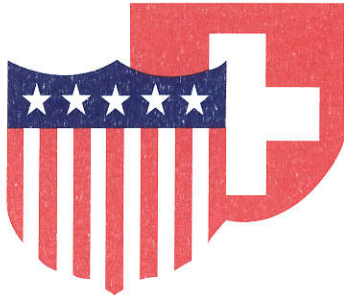
Highland Park Rd

Highland

Highland Park Rd

Lagoon #1

Lagoon #2



City of Highland

MEMO TO: Christopher Conrad, City Manager
FROM: Joe Gillespie, Director of Public Works
DATE: July 13, 2022
SUBJECT: Clean Sludge Lagoon #2, PW-07-22
Notice of Municipal Letting

RECOMMENDATION

I recommend that you request council approval to advertise for the above referenced NOML to clean out sludge lagoon #2 at the Water Treatment Plant. The proposed bidding document is attached.

DISCUSSION

The lagoons receive backwash from our 7 filters during the backwashing, or cleaning, process of cleaning the filters. The project consists of dewatering lagoon #2 and removing the sludge down to the clay bottom. We estimate the volume at 2,900 cubic yards of material. The last cleaning took place in 2001. The IEPA requires us to monitor pH and suspended solids and stay within a given parameter. It is difficult to meet those parameters with the lagoon having limited storage volume.

FISCAL IMPACT

The work is budgeted in the Water fund account at the plant.

CONCURRENCE

Recommended by: _____

Joe Gillespie, Director of Public Works

Approved by: _____

Christopher Conrad, City Manager



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 001 General Fund				
Department: 000 Balance Sheet Accounts				
9489	AMAZON CAPITAL SERVICES	CARDINAL ECONOMY 3 RING BINDER 5/8 ROUND RINGS	07/15/2022	28.98
9508	Carrot-Top Industries	Special Custom Swiss Flag Order per Chris Conrad.	07/15/2022	617.72
Total for Department: 000 Balance Sheet Accounts				646.70
Department: 011 General Admin				
9492	AssuredPartners Cornerstone LLC	COBRA - A ROSEN, K KORTE TERMINATION LETTER - YOUNG, ANNUAL FEE	07/15/2022	280.00
9497	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST SERVICE - CITY HALL	07/15/2022	60.00
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	381.15
9530	HIGHLAND AUTOWASH LLC	UNLIMITED CAR WASH - CITY HALL	07/15/2022	40.00
9531	Highland Chamber Of Commerce	STREET ART FESTIVAL 2022	07/15/2022	4,110.00
9532	Highland Communication Services	HCS SERVICES- CITY HALL	07/15/2022	598.29
9534	HIGHLAND SPEEDWAY	SUMMER NATIONALS 2022	07/15/2022	1,500.00
9540	IllinoisSouth Tourism	ANNUAL MEMBERSHIP DUES 07/01/22 - 06/30/23	07/15/2022	1,500.00
9543	Steve Kessmann	MATERIAL & LABOR 6 PICTURE FRAMES TO MATCH EXISTING MAYOR FRAME	07/15/2022	1,325.00
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	5,880.00
9569	QUADIANT, INC.	POSTAGE MACHINE METER RENTAL 04/01/22 - 06/30/22	07/15/2022	223.85
9578	Rotary Club of Highland	MEMBERSHIP DUES MARK LATHAM	07/15/2022	976.00
9593	Third Millennium Assoc Inc	UTILITY BILL RENDERING	07/15/2022	198.11
9603	WEX BANK	MAY FUEL	07/15/2022	940.90
Total for Department: 011 General Admin				18,013.30
Department: 012 Police Dept				
9497	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST SERVICE - PSB	07/15/2022	50.00
9520	Galls, LLC	BOOTS FOR P82	07/15/2022	134.67
9532	Highland Communication Services	POLICE DEPT TV/PHONE/INTERNET	07/15/2022	669.95
9537	ILEAS	ILEAS DUES	07/15/2022	120.00
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	5,416.55
9547	LOU FUSZ FORD OF HIGHLAND COMPANY	OLD CAR 6 RAN A CHECK	07/15/2022	150.65
9554	Motorola Solutions, Inc	WIFI KIT AND WIFI ACCESS POINT	07/15/2022	250.00
9563	PAETEC	POLICE DEPT LONG DISTANCE	07/15/2022	0.11
9572	Ray O'Herron Co Inc	SHIRTS AND PANTS CHIEF	07/15/2022	1,004.60
9574	Reding Tire & Battery Inc	CAR 3 CHARGE AC AND EVAC AIR CONDITION SYS	07/15/2022	426.75
9581	BRIAN SILVESTER	CAR 9 NEW FRONT WINDSHIELD 16 TAURUS	07/15/2022	345.00
9583	Southwestern Illinois Law Enforcement Commissi	SILEC MEMBERSHIP 20 OFFICERS 2 TCS	07/15/2022	2,200.00
9587	Brad Sutton		07/15/2022	48.06
9595	TRANSUNION RISK AND ALTERNATIVE	TLO BACKGROUND CHECKS	07/15/2022	173.80
9603	WEX BANK	JUNE FUEL	07/15/2022	10,571.90
Total for Department: 012 Police Dept				21,562.04
Department: 013 Building & Zoning				
9497	BARNETT PEST SOLUTIONS	INSPECTION & TREATMENT	07/15/2022	28.00
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	37.03
9530	HIGHLAND AUTOWASH LLC	UNLIMITED WASH	07/15/2022	40.00
9532	Highland Communication Services	communication charge	07/15/2022	564.16
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	1,680.00
9548	Craig Loyet	FINAL PLUMBING 1629 LUZERNE	07/15/2022	75.00
9578	Rotary Club of Highland	MEMBERSHIP DUES & MEALS APRIL- JUNE	07/15/2022	125.00
9582	Timothy Singler	FIINAL PLUMBING 1629 LUZERNE	07/15/2022	75.00
9586	SUMNER ONE, INC.	COLOR OVERAGES	07/15/2022	134.31
9603	WEX BANK	MAY FUEL	07/15/2022	193.63
Total for Department: 013 Building & Zoning				2,952.13
Department: 014 Fire Dept				
9468	City Of Highland	SHED BOAT DOCK	07/07/2022	1,397.58
9470	ED M. FELD EQUIPMENT CO., INC.	CYL & VALVE CARBON 45 MIN, USED	07/07/2022	2,800.00
9471	NATIONAL FIRE PROTECTION ASSOCIATION	MEMBERSHIP RENERAL FOR CHRIS STRAUB (1 YR)	07/07/2022	175.00
9472	Overhead Door Company	FIRE STATION 2 DOOR 2 BEARING SPRINGS, BAD SHAFT CUT 2 PIECES	07/07/2022	1,252.60
9490	Ameren Illinois	GAS CHARGE - FIRE STATION #1	07/15/2022	92.41
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	17.91
9521	GLOBAL TECHNICAL SYSTEMS, INC	RADIO REPAIR AND CHANGE LIGHTS BACK TO RED AND BLUE FLASH LABOR	07/15/2022	399.00
9539	Illinois Firefighter's Association	INDEMNITY ASSESSMENT 2022	07/15/2022	52.00
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	202.76
9550	MCFA DEATH BENEFIT	DEATH BENEFIT #1439, #1440, #1441	07/15/2022	220.50
9603	WEX BANK	JUNE FUEL	07/15/2022	1,104.65
Total for Department: 014 Fire Dept				7,714.41
Department: 017 Streets / PW Admin				
9488	Albers Fire Prot. Equipment Inc.	Inspected, Tagged 22 Portable ABC Fre Extinguishers, Service Call	07/15/2022	187.00
9494	Aviston Lumber Company	Masonry Nails, #2 Treated Pine	07/15/2022	53.43
9497	BARNETT PEST SOLUTIONS	Monthly Pest Control - April 2022	07/15/2022	60.00
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	426.52
9518	Essenpreis Plumbing & Hig	Tested Back Flow Preventer - @ Truck Fill	07/15/2022	105.00
9524	HAMEL SEED & FARM SUPPLY, INC.	Weed Killer - Remainder of order fulfilled & PO balance .	07/15/2022	701.25
9530	HIGHLAND AUTOWASH LLC	Monthly Membership Fee - July - PWA - 2 vehicles	07/15/2022	40.00
9532	Highland Communication Services	Communication Services	07/15/2022	253.00
9542	Journal Printing	300 Color/BW No Parking Signs - Street Dept.	07/15/2022	175.00
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	318.62

9546	London Shoe Shop	WORK BOOTS - POETTKER	07/15/2022	204.00
9551	McKay Auto Parts Inc	Terra-Cair	07/15/2022	128.56
9553	Mike A Maodge Trucking Inc	CM6 Tic. # 1828719	07/15/2022	231.94
9558	Northtown Auto & Tractor	Coupler	07/15/2022	65.65
9573	Red E Mix LLC	Curb at Walnut - 88PCCEV30 SI/PV, Tic.#60137820	07/15/2022	635.00
9602	WELLS FARGO VENDOR FIN SERV	Ricoh Copier IM C3500	07/15/2022	195.38
9603	WEX BANK	JUNE FUEL	07/15/2022	1,145.98
9605	Wissehr Electrical Contractors Inc	Service Call - Locate Detector Loops on S. leg of Walnut & US 40	07/15/2022	286.13
9607	Woody's Municipal Supply	Repair - Labor & parts for: Jetter	07/15/2022	2,024.31

Total for Department: 017 Streets / PW Admin 7,236.77

Total for Fund:001 General Fund 58,125.35

Fund: 006 TIF #1

Department: 006 TIF #1

9529	HIGHLAND ANIMAL HOSPITAL LLC	2021 TAX INCENTIVE	07/15/2022	17,754.11
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Total for Department: 006 TIF #1 17,754.11

Total for Fund:006 TIF #1 17,754.11

Fund: 007 Community Development Fund

Department: 007 Community Development

9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	724.14
9552	Mettler Development LLC	303 CARTER RIDGE DR - SINGLE FAMILY HOME INCENTIVE PAYMENT	07/15/2022	8,000.00

Total for Department: 007 Community Development 8,724.14

Total for Fund:007 Community Development Fund 8,724.14

Fund: 008 Motor Fuel Tax Fund

Department: 008 Motor Fuel Tax

9509	Christ Bros Inc	N50 - HMA	07/15/2022	1,411.28
9573	Red E Mix LLC	Walnut - 88PCCEP20, Super-P,1% Calcium Chlo. Tic.#60137797, 7792	07/15/2022	1,924.00

Total for Department: 008 Motor Fuel Tax 3,335.28

Total for Fund:008 Motor Fuel Tax Fund 3,335.28

Fund: 009 Parks & Rec Fund

Department: 009 Korte Rec Center

9489	AMAZON CAPITAL SERVICES	3 QTY MCR MEDICAL MCRTM-A PVC TRAINING CPR FACE MASK AND VALVES	07/15/2022	417.82
9503	Broadway Battery & Tire	Battery for a car	07/15/2022	134.99
9505	BUILDINGSTARS INC	Cleaning services at Rec	07/15/2022	2,663.00
9506	Capri Pools & Aquatics	Fix the river in pool at KRC	07/15/2022	1,922.00
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	926.80
9518	Essepreis Plumbing & Htg	KRC back flow preventers	07/15/2022	410.00
9532	Highland Communication Services	KRC wifi	07/15/2022	326.33
9536	Hillyard St Louis Inc	new floor scrubber for KRC	07/15/2022	9,047.86
9538	Illinois Electric Inc	Fixed pool slide	07/15/2022	1,346.25
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	289.66
9564	Pepsi	Concession supplies	07/15/2022	476.45
9570	Quench USA, Inc	monthly bill for water bottle refill	07/15/2022	55.00
9585	Scott A Stieb	Shirts we sell at KRC	07/15/2022	1,120.00
9589	Tech Electronics Inc	preventative maint.	07/15/2022	418.11
9592	The Lifeguard Store	uniforms for guards	07/15/2022	220.26
9594	TK Elevator Corporation	elevator maint.	07/15/2022	1,258.86
9604	William F. Brockman Co	concession supplies	07/15/2022	241.98

Total for Department: 009 Korte Rec Center 21,275.37

Department: 016 Parks & Recreation

9468	City Of Highland	SENIOR CENTER	07/07/2022	637.88
9469	Day 3 Productions	PB & J PERFORMER	07/07/2022	250.00
9473	WILLIAM WALKENHORST	SOMETIMES A FANTASY TRIBUTE TO BILLY JOEL	07/07/2022	2,000.00
9485	DAVID WILKERSON	SALMON CREEK/JULY 14 THURSDAY NIGHT SQUARE PERFORMER	07/14/2022	450.00
9489	AMAZON CAPITAL SERVICES	1 QTY INDEX CARDS GREY 3X5, NOTE FLASH ORGANIZER, INDEX CARD FIL	07/15/2022	181.98
9490	Ameren Illinois	1100 MAIN- WCC GAS CHARGES	07/15/2022	58.23
9493	Auto Sound & Security, Inc.	Battery charger and new batteries for Mic/sound system	07/15/2022	324.00
9497	BARNETT PEST SOLUTIONS	Payment for 4/19/22 service period	07/15/2022	25.00
9498	Barton Electric Inc	Fixing glik and Zobrist field wiring	07/15/2022	2,542.00
9511	City Of Highland	QB club building	07/15/2022	82.88
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	434.63
9515	Edwardsville Community Symphony	Thursday July 28th performance	07/15/2022	1,400.00
9518	Essepreis Plumbing & Htg	dewinterized the tot lot	07/15/2022	3,110.30
9527	Hediger's Backhoe Inc.	pump dog park	07/15/2022	200.00
9528	Kevin Heim	PB and J performance	07/15/2022	100.00
9532	Highland Communication Services	WCC wifi	07/15/2022	10.00
9533	Highland Printers	Sponsor signs for fireworks	07/15/2022	95.39
9535	Highland's Tru Buy	hot dog buns for fireworks	07/15/2022	37.00
9544	Korte Meat Processing	Brats for 4th of July event	07/15/2022	140.00
9555	MTI Distributing, Inc.	Tire for lawn mower	07/15/2022	414.32
9561	Orkin Exterminating	Monthly extermination	07/15/2022	82.09
9564	Pepsi	Concession supplies-Glik	07/15/2022	209.26
9565	Pioneer Manufacturing Company	Game day white paint for fields	07/15/2022	3,983.98
9579	JILL SCHMIDT	PB and J performer	07/15/2022	270.00
9585	Scott A Stieb	Parks work shirts	07/15/2022	1,685.00
9591	The Kwik Konnection Printing Inc	fireworks ad	07/15/2022	697.00
9603	WEX BANK	JUNE FUEL	07/15/2022	9,195.93

Total for Department: 016 Parks & Recreation 28,616.87

Department: 503 Swimming Pool Fund

9495	Babaloo	Performance at the outdoor pool	07/15/2022	325.00
9504	Summer Bruhn	Refund for swim lessons. Not enough room. Wrong time	07/15/2022	100.00
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	170.21
9518	Essenpreis Plumbing & Htg	HCP re-lit water heater	07/15/2022	2,525.22
9577	Kathleen Rogers	Refund for swim lessons	07/15/2022	80.00
9588	Switzer Food and Supplies	HCP concession supplies	07/15/2022	212.17
9592	The Lifeguard Store	uniforms for guards	07/15/2022	220.25

Total for Department: 503 Swimming Pool Fund 3,632.85

Department: 715 Cemetery Fund

9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	28.20
9519	Ferrellgas	cemetery gas	07/15/2022	62.37
9559	Nu Way Concrete Forms Troy LLC	concrete supplies	07/15/2022	279.45
9571	R P Lumber Co Inc	do-it comp air sprayer	07/15/2022	45.99
9573	Red E Mix LLC	funeral concrete supplies	07/15/2022	4,124.00

Total for Department: 715 Cemetery Fund 4,540.01

Total for Fund:009 Parks & Rec Fund 58,065.10

Fund: 012 Business District A

Department: 012 Police Dept

ACH PAID	BOKF, N.A.	HIGHLAND IL GENERAL OBLIGATION DEBT CERT LTD TAX BONDS SR2020	07/14/2022	119,012.50
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Total for Department: 012 Police Dept 119,012.50

Total for Fund:012 Business District A 119,012.50

Fund: 050 Street NHR Construction

Department: 050 Street NHR Construction

9513	Curry & Associates Engineers Inc	Center Street Reconstruction	07/15/2022	4,888.93
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Total for Department: 050 Street NHR Construction 4,888.93

Total for Fund:050 Street NHR Construction 4,888.93

Fund: 101 Electric Fund

Department: 101 Electric Admin

ACH PAID	IL Dept Of Revenue	JUNE UTILITY TAX	07/15/2022	29,735.96
9489	AMAZON CAPITAL SERVICES	PREMIUM PLASTIC EXPANDING FILE FOLDER ORGANIZER	07/15/2022	27.61
9497	BARNETT PEST SOLUTIONS	INSPECTION & TREATMENT	07/15/2022	28.00
9532	Highland Communication Services	communication charge	07/15/2022	85.00
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	2,056.55
9563	PAETEC	LONG DISTANCE CHARGES	07/15/2022	0.23
9578	Rotary Club of Highland	MEMBERSHIP DUES & MEALS APRIL- JUNE	07/15/2022	125.00
9584	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE	07/15/2022	1,371.50
9586	SUMNER ONE, INC.	COLOR OVERAGES	07/15/2022	113.38
9593	Third Millennium Assoc Inc	UTILITY BILL RENDERING	07/15/2022	891.48
9597	UPS	SHIPPING CHARGES	07/15/2022	14.01
9599	UTILITY FINANCIAL SOLUTIONS, LLC	FOR POSSIBLE DATA CENTER	07/15/2022	1,211.25
9603	WEX BANK	MAY FUEL	07/15/2022	1,871.59

Total for Department: 101 Electric Admin 37,531.56

Department: 102 Electric Production

9489	AMAZON CAPITAL SERVICES	CABLE MATERS 2 PACK 16 AWG HEAVY DUTY EXTENSION CORD	07/15/2022	491.84
9497	BARNETT PEST SOLUTIONS	INSPECTION & TREATMENT	07/15/2022	50.00
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	28.20
9518	Essenpreis Plumbing & Htg	PARTS FOR POWER PLANT	07/15/2022	44.37
9519	Ferrellgas	RENTAL FEE	07/15/2022	200.00
9532	Highland Communication Services	communication charge	07/15/2022	3.00
9603	WEX BANK	JUNE FUEL	07/15/2022	2,598.43

Total for Department: 102 Electric Production 3,415.84

Department: 104 Electric Distribution

9490	Ameren Illinois	EVERGREEN CT ST LITE	07/15/2022	49.33
9494	Aviston Lumber Company	40BBQ	07/15/2022	38.25
9500	BEST ONE TIRE & SERVICE OF CLINTON C	TIRE FOR TRK 52	07/15/2022	2,408.47
9503	Broadway Battery & Tire	TIRE REPAIR	07/15/2022	19.50
9516	EDWARDSVILLE MACHINE & WELDING CO	FANS FOR SUBSTATIONS	07/15/2022	480.00
9522	Graybar	LJ551H4IC Ignitor Round Replacement Kit	07/15/2022	10,138.50
9551	McKay Auto Parts Inc	FUSE	07/15/2022	21.86
9558	Northtown Auto & Tractor	#50 AIR ELEMENT	07/15/2022	77.10
9560	O'Reilly Automotive Inc.	1 QTY SERVICE PORT, 1 QTY SERVICE VLV	07/15/2022	44.10
9566	Power Line Supply	NWA-11-6X Conduit Riser Bracket 6"	07/15/2022	3,161.11
9571	R P Lumber Co Inc	RETURN CONDUIT FOR SILVER LAKE BATHROOM	07/15/2022	39.83
9603	WEX BANK	JUNE FUEL	07/15/2022	759.14

Total for Department: 104 Electric Distribution 17,237.19

Total for Fund:101 Electric Fund 58,184.59

Fund: 111 FTTP Fund

Department: 111

ACH PAID	RELIAFUND	HCS ACH PROCESSING FEE	07/15/2022	179.41
9496	BALLY SPORTS ST. LOUIS	JUNE VIDEO CONTENT FEE	07/15/2022	10,174.32
9510	Home Box Office Cinemax	JUNE CONTENT VIDEO FEED	07/15/2022	75.00
9511	City Of Highland	192 WOODCREST DR OFFICE	07/15/2022	2,540.56
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	16.12

9514	Drive Social Media	SOCIAL MEDIA MONTHLY SERVICE	07/15/2022	200.00
9523	GREAT LAKES DATA SYSTEMS	BOTTOM FLAP OUTGOING ENVELOPES	07/15/2022	295.38
9526	Home Box Office HBO	JUNE VIDEO CONTENT FEE	07/15/2022	292.50
9586	SUMNER ONE, INC.	COPIER LEASE/ USAGE HCS	07/15/2022	140.86
9603	WEX BANK	MAY FUEL	07/15/2022	29.60
9608	Duane E. Zobrist	JUNE SIGN RENTAL BY RT 40 BY AVISTON LUMBER	07/15/2022	200.00
Total for Department: 111				14,143.75
Total for Fund:111 FTTP Fund				14,143.75
Fund: 201 Water Fund				
Department: 201 Water Admin				
9584	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE	07/15/2022	548.60
9593	Third Millennium Assoc Inc	UTILITY BILL RENDERING	07/15/2022	297.16
Total for Department: 201 Water Admin				845.76
Department: 202 Water Production				
9489	AMAZON CAPITAL SERVICES	1 QTY TRI-COLOR INK CARTRIDGE 2 QTY BLACK INK CARTRIDGE	07/15/2022	70.67
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	21.52
9513	Curry & Associates Engineers Inc	Reconstruct. of Old Highland City Lake Spillway - Design	07/15/2022	1,747.60
9517	Energy Wise	Replace bad condensing fan motor capacitor with new.	07/15/2022	129.00
9532	Highland Communication Services	Communication Services	07/15/2022	119.66
9549	Luby Equipment Services	Repair Plant Generator: Parts, Labor	07/15/2022	1,366.53
9568	Gary Pugh	SWCWPOA MEETING DUES	07/15/2022	15.00
9571	R P Lumber Co Inc	Blank Cover, Reducing Bushy	07/15/2022	6.77
9598	USA Blue Book	DPD 4 Dispenser, Hach Monochloramine Chemkey	07/15/2022	1,411.93
9603	WEX BANK	JUNE FUEL	07/15/2022	224.23
9606	Woodcrest Small Engine	Tire, Seal Guard 1/2" Bore Repl EXMARK/TORO 10	07/15/2022	105.68
Total for Department: 202 Water Production				5,218.59
Department: 203 Water Distribution				
9498	Barton Electric Inc	Service Call-damaged circuits under floor & new conduit overhead	07/15/2022	721.90
9501	Bobcat of St. Louis	Roller	07/15/2022	13.33
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	25.62
9532	Highland Communication Services	Communication Services	07/15/2022	2.00
9541	JANSEN CHEVROLET	Safety Inspection - Truck # 12	07/15/2022	61.50
9546	London Shoe Shop	WORK BOOTS - RANDY RINDERER	07/15/2022	205.20
9551	McKay Auto Parts Inc	Respirtors	07/15/2022	39.71
9557	Navy Brand	Refresh Cherry, Choke & Carburator Cleaner	07/15/2022	88.32
9558	Northtown Auto & Tractor	Supplies	07/15/2022	158.14
9560	O'Reilly Automotive Inc.	STR WHL CVR	07/15/2022	12.49
9575	Randall Rinderer	LICENSE RENEWAL 2022	07/15/2022	30.67
9580	Schults Supply Inc	Blue Marking Paint	07/15/2022	129.84
9590	Teklab Inc	Coliform, Total-Membrane Filter	07/15/2022	203.50
9603	WEX BANK	JUNE FUEL	07/15/2022	786.61
Total for Department: 203 Water Distribution				2,478.83
Total for Fund:201 Water Fund				8,543.18
Fund: 301 Sewer Fund				
Department: 301 Sewer Admin				
9545	LEWIS BRISBOIS BISGAARD & SMITH LLP	JUNE LEGAL SERVICES	07/15/2022	231.72
9584	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE	07/15/2022	548.60
9593	Third Millennium Assoc Inc	UTILITY BILL RENDERING	07/15/2022	297.16
Total for Department: 301 Sewer Admin				1,077.48
Department: 303 Sewer Collection				
9498	Barton Electric Inc	Service Call-damaged circuits under floor & new conduit overhead	07/15/2022	721.90
9501	Bobcat of St. Louis	Roller	07/15/2022	13.33
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	25.62
9513	Curry & Associates Engineers Inc	CIPP Sewer Rehabilitation 2022	07/15/2022	2,721.16
9532	Highland Communication Services	Communication Services	07/15/2022	2.00
9541	JANSEN CHEVROLET	Safety Inspection - Truck # 12	07/15/2022	61.50
9546	London Shoe Shop	WORK BOOTS - RANDY RINDERER	07/15/2022	205.20
9551	McKay Auto Parts Inc	Respirtors	07/15/2022	39.71
9557	Navy Brand	Refresh Cherry, Choke & Carburator Cleaner	07/15/2022	88.32
9558	Northtown Auto & Tractor	Rubberized Undercoat	07/15/2022	158.13
9560	O'Reilly Automotive Inc.	STR WHL CVR	07/15/2022	12.50
9575	Randall Rinderer	LICENSE RENEWAL 2022	07/15/2022	30.68
9603	WEX BANK	MAY FUEL	07/15/2022	786.60
Total for Department: 303 Sewer Collection				4,866.65
Department: 304 Water Reclamation Facility				
9499	Battery Specialist + Golf Cars HGD	Battery	07/15/2022	143.70
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	67.90
9519	Ferrellgas	Yearly Tank Rental 6/03/22 - 06/02/2023	07/15/2022	601.98
9525	Hawkins Inc	Monthly Tank Rental - 4 Chlorine Cylinder Tanks.	07/15/2022	40.00
9532	Highland Communication Services	Communication Services	07/15/2022	149.99
9600	Vandevanter Engineering Inc	Install Replacement Allen Bradley Ox Ditch Circuit Breaker	07/15/2022	5,469.01
9603	WEX BANK	MAY FUEL	07/15/2022	649.94
Total for Department: 304 Water Reclamation Facility				7,122.52
Total for Fund:301 Sewer Fund				13,066.65
Fund: 401 Ambulance Fund				
Department: 401 Ambulance Fund				

9487	Airgas USA,LLC	OXYGEN	07/15/2022	136.81
9491	American Response Vehicles Inc	2 QTY GAS SPRING DOOR	07/15/2022	68.58
9502	Bound Tree Medical, LLC	1 QTY CURAPLEX FINGERTIP PULSE OXIMETER	07/15/2022	55.28
9507	CAR CHEM	2 QTY SPRAYER 2 GAL TANK, 3 QTY BRUSH TRI LEVEL 1 X QTYBUGS OFF	07/15/2022	130.74
9512	City Of Highland	JUNE CENTRAL PURCHASING	07/15/2022	124.43
9532	Highland Communication Services	HSC SERVICES - EMS	07/15/2022	281.75
9556	MUNICIPAL EMERGENCY SERVICES, INC.	EMS UNIFORM SUPPLIES	07/15/2022	410.75
9567	PRILL'S GARAGE	#1542 STATE INSPECTION #1544 STATE INSPECTION	07/15/2022	78.00
9596	U.S. BANK EQUIPMENT FINANCE	COPIER / LEASE USAGE	07/15/2022	121.48
9601	WEBER GRANITE CITY FORD LLC	MTN / REPAIRS TO UNIT # 1542	07/15/2022	2,735.88
9603	WEX BANK	MAY FUEL	07/15/2022	623.18
Total for Department: 401 Ambulance Fund				4,766.88
Total for Fund:401 Ambulance Fund				4,766.88
Fund: 702 Police Pension Fund				
Department: 702 Police Pension Fd				
9562	DENNIS ORSEY	LEGAL SERVICES RETAINER FOR 7/21/2022-10/20/2022	07/15/2022	2,437.50
Total for Department: 702 Police Pension Fd				2,437.50
Total for Fund:702 Police Pension Fund				2,437.50
Fund: 713 Solid Waste Fund				
Department: 713 Solid Waste Fund				
9576	ROBERT (BOB) SANDERS WASTE SYSTEM:	TEMP DUMPSTER SERVICES	07/15/2022	9,010.85
9584	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE	07/15/2022	274.30
9593	Third Millennium Assoc Inc	UTILITY BILL RENDERING	07/15/2022	297.16
Total for Department: 713 Solid Waste Fund				9,582.31
Total for Fund:713 Solid Waste Fund				9,582.31
Grand Total				\$ 380,630.27

Accepted by City Council July 18,2022

Mayor:

Clerk: